

County of Santa Cruz

Frequently Asked Questions Regarding Furloughs

(Edition #5 – issued 7/28/10)

1. How do I know if my furlough obligation has changed from last year?

Furlough obligations will remain the same as they were as last year for all bargaining units, except for the following units:

- The General Representation Unit, will serve a 5.77% furlough which is 120 hours.
- The Physician's Representation Unit has a 7.5% furlough. All employees will serve a 5.77% furlough or 120 hours. The remaining 1.73% for the bargaining unit will be done on a voluntary basis.

2. How do I know if I am exempt from furloughs for this fiscal year?

All employees in the Department of Child Support Services, without regard to bargaining unit, and employees in a position scheduled as half-time in the payroll system will remain exempt from furloughs.

In addition, the following classifications assigned to work in the Public Works Sanitation Operations Section will be exempt from furloughs:

- Electrical Instrumentation Technician I/II
- Electrical Instrumentation Supervisor
- Environmental Program Coordinator
- Pretreatment Program Specialist
- Public Works Supervisor
- Pump Maintenance Mechanic
- Sanitation Maintenance Worker I/II
- Sanitation Maintenance Worker III
- Treatment Plant Operator
- Treatment Plant Operator in Training
- Sr. Treatment Plan Operator
- Treatment Plant Operations Supervisor

3. How will furlough hours be scheduled?

Scheduling of furlough hours will continue to be handled by each operating department. However, the "fixed furlough" schedule for General Representation unit employees has changed as follows:

- The “fixed furlough” schedule for General Representation unit employees will include: 7/23/10, 8/27/10, 9/24/10, 10/22/10, 11/24/10, 12/27/10-12/30/10, 1/28/11, 2/25/11, 3/25/11, 4/22/11, 5/27/11, and 6/10/11. Some alternate schedules will be implemented for certain work areas that can’t be closed and/or require skeleton crews during those times.

4. I work in a facility that cannot be shut down. If I have to work the week of Christmas can my furlough week be re-scheduled?

Yes, a mutually agreed upon substitute furlough plan for the week between Christmas and New Year’s Day could be another 4 day week, the week before Christmas plus another ½ day in advance of Christmas, or any other days on which the employee and department mutually agree.

5. I work a Non-Traditional Work Schedule (such as a 9/80 or 4/10 schedule). Do I have to use annual leave to make up furlough hours?

In situations where employees are assigned 9/80 or 4/10 schedules, departments will schedule alternate furlough days in conjunction with normally scheduled days off. Employees scheduled to work over 8 hours a day shall not be required to use annual leave to make up furlough hours on furlough days and may use their normally scheduled number of hours toward their furlough obligation.

Employees completing their total furlough obligation in advance of the scheduled furloughs will elect one of the following options for the remaining fixed furlough days:

- i) Work remaining furlough days/hours, with the advance approval of the Department Head or designee; or
- ii) Use annual leave for remaining furlough days/hours, which are hereby deemed approved by the Department Head; or
- iii) Voluntarily furlough additional days/hours (QV payroll code). Such savings should first be applied to employee’s department.

6. What is the impact of furloughs upon overtime computation for non-management units?

Furlough time will not be counted as time worked for purposes of overtime except for certain positions as negotiated with SEIU. The classifications included are: Public Works Maintenance Worker I-IV, Public Works Supervisor, Heavy Equipment Mechanic I/II, Supervising Heavy Equipment Mechanic, Public Works Dispatcher, Sr. Social Workers (CPS assignment only) and Social Work Supervisor II (CPS assignment only).

7. How will paychecks be handled during the post-Christmas holiday furlough office closure week (Dec. 28 – Dec. 31)?

The pay date for pay period number 26 (December 11th through December 24th) is December 30th. Payroll deposits into bank accounts will proceed without interruption for those employees who have direct deposit. For those employees who continue to receive a physical check, checks will be mailed out to them at their current address on December 28th.

8. Who should I contact with questions about these subjects?

If you have further questions, please contact your department's payroll clerk or, at the County Personnel Department: Mary McAllister (454-2243, mary.mcallister@co.santa-cruz.ca.us) or Rayne Marr (454-2957, rayne.marr@co.santa-cruz.ca.us).