

Request for Department of Administration Exception to Furlough Implementation Instructions

Executive branch agencies must receive prior approval from Department of Administration Division of Human Resource Management and the Budget Division for an exception to the implementation of furloughs in accordance with the emergency regulation adopted on July 1, 2013. This includes requesting approval of paying overtime and added regular pay in the same workweek as unpaid furlough. The *Request for Department of Administration Exception to Furlough Implementation* form must be used to request these exceptions and approved by both the Division of Human Resource Management and the Budget Division. The completed form should be routed to the Division of Human Resource Management. Once Division of Human Resource Management completes their review, they will route all approved forms to the Budget Division.

Agencies should allow 7-10 business days for a final determination by Division of Human Resource Management and the Budget Division. The Division of Human Resource Management reviews requests to ensure agencies are in compliance with personnel rules and regulations established by Nevada Revised Statutes and/or the Fair Labor Standards Act. They also verify the request is technically correct. The Budget Division reviews the budgetary impact of the request.

Below is a description of the information required in each section of the form.

Header:

The header consists of the agency name, budget account, and information regarding the requested position(s). **Agencies must fill out a form for each class code** and may group positions on a request as long as all the information on the form applies to all the positions. Position control numbers (PCN) must be supplied with the request. Multiple PCNs may be included for a class code and if needed, agencies can attach a list of affected PCNs.

The legislatively approved class codes must be used on the request form, not the current incumbent's class code. In other words, the PSMT class code should be referenced.

Exception to Overtime and/or Added Regular Pay:

Indicate which exception applies to the request.

- Overtime Compensation - An exception must be requested for overtime/comp-time occurring in the same workweek as unpaid furlough leave.
- Added Regular Time (Part-time Employees only) – An exception must be requested for Added Regular Time when a part-time employee takes furlough leave and subsequently needs to work additional hours within the same workweek. A full-time employee is not eligible for Added Regular Time.

Effective and Expiration Date:

Indicate the start and end date for the exception request.

Main Purpose of the Position:

Briefly describe the main purpose of the position(s), including primary duties.

Describe agency's plan to reduce overall budget costs:

Provide the agency's alternative plan to the implementation of furloughs pursuant to the furlough regulations. Attach any additional information to illustrate the plan and projected overall budget savings of the plan to meet the furlough savings.

Reason for Request & Consequences:

Provide the reason for the exception and potential impact if the exception is not approved.

Funding Source:

Provide the percentage of funding source for the position(s).

Agency Director Approval:

All requests must be approved by the agency's director before being submitted to the Division of Human Resource Management.