



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2011-27

August 2, 2011

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

Teresa J. Thienhaus, Director
Department of Personnel

SUBJECT: Revision to All Agency Memorandum #2011-19 (Furloughs)

The Department of Administration and the Department of Personnel have received a number of concerned comments from agency management and employee associations regarding the implementation of the furlough required by Senate Bill 505 of the 2011 Legislative Session. As a result, we have worked together to draft a less restrictive regulation to implement the furlough and change some of the requirements for agencies submitting exception requests.

The current emergency regulation implementing the furlough will remain in effect until October 28, 2011 unless it is replaced by a permanent regulation prior to that date. The permanent regulation is going through the adoption process now. If adopted it will:

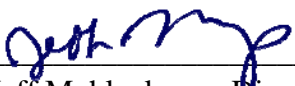
1. Change the usage benchmarks to semiannual, e.g. 24 hours by the first 6 months and 48 by the end of the fiscal year.
2. Allow up to 12 hours of furlough in a workweek.
3. Overtime, compensatory time and for part-time employees added regular time will be allowed in the same pay period as the furlough without submitting an exception request. There will be no exceptions allowed for these to occur in the same workweek as the furlough.
4. No longer require approval of an exception for standby or call-back in the same workweek (or pay period) as the furlough. (Employees will have to be careful not to accrue overtime or comp-time in same workweek as the furlough.)

Before implementation, the regulations must be adopted by both the Personnel Commission and the Legislative Commission. All agencies will be informed if and when these regulation changes go into effect.


We are also changing the procedural requirements for agencies submitting exception requests. Originally, each agency was required to submit all new exception requests. For those agencies that have done so, your efforts are very much appreciated. If your agency has not submitted your exception requests yet and the information remains the same as previously approved, you will not need to submit a new exception request. If a position will need an exception and no exception was previously approved for it, an exception request will still need to be submitted. This is effective immediately. Once permanent regulations are adopted, exception requests to the furlough implementation will no longer be necessary as agencies will be expected to comply with the regulation. No changes have been made to the procedures or form for the Board of Examiners exemption process.

We do appreciate your input and hope that these changes will make implementing the furlough more manageable.

Sincerely,



Jeff Mohlenkamp, Director
Department of Administration



Teresa J. Thienhaus, Director
Department of Personnel