

*City of St. Louis Department of Personnel Administrative
Regulation NO. 141*

WORK FURLOUGH PROGRAM

*Revised/Reissued &
Effective:* *December 20, 2009*

March 19, 2010

July 19, 2010

August 17, 2010

When the Board of Estimate and Apportionment declares that a fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of City officers and employees, the Director of Personnel is to issue such regulations and guidelines as are necessary for setting out a process for furlough implementation.

The purpose of this regulation is to establish procedures for a work furlough program, when the City of St. Louis is experiencing a fiscal crisis.

PROCEDURES

A. The number of work furlough days may differ in accordance with the official Overtime Codes of employees. All work furlough days are based on a scheduled standard work week of forty (40) hours; for work weeks of less or more than forty (40) hours, the work furloughs will be computed on a proportionate basis.

B. It is anticipated that the first forty (40) hours of furlough days as designated below shall be taken by Overtime Code 1, 2, 3, and 4 employees, and forty (40) hours of additional furlough days for Overtime Code 1 and 2 employees (excluding pay schedule G or T - Overtime Code 2 employees who must take only forty (40) hours) who are on the payroll as of July 18, 2010. All furlough hours would need to be taken by the end of the fiscal year and must be approved by the Appointing Authority. Appointing Authorities can provide his/her Overtime Code 1 and 2 employees (excluding Schedule G or T - Overtime 2 employees) with a list of designated days and request they pick from the list for the additional 40 hours of furloughs in order to better schedule his/her absence from the work site.

Below is a list of furlough days to be taken as designated by the compensation ordinance:

- October 11th (Columbus Day)
- November 26th (Day after Thanksgiving)
- December 31st (New Years Day)
- February 21st (Washington's Birthday)
- May 9th (Truman's Birthday)

Overtime Code 1 and 2 employees (excluding pay schedule G or T - Overtime Code 2 employees) appointed after July 18, 2010 will need to take the additional hours on the pro-rated basis listed on the schedule below:

Pay Period	Hire Date	Additional Furlough Hours
1 - 6		40
7-11		32
12-16		24
17-21		16
22-26		8

C. The City shall consult with the recognized bargaining unions if the City's fiscal situation warrants the consideration of additional mandatory furlough time in order to explore possible solutions prior to implementation of the additional furloughs.

Additional voluntary furlough time may be taken by Management and Professional employees, non-union employees and employees of the certified bargaining units of I.B.E.W. Local #1, I.B.E.W. Local #2, I.U.O.E. Local #148 and I.A.M.A.W, District 9. These employees may volunteer for a longer work furlough if approved by the Appointing Authority or his/her designee, up to a total of two hundred and forty (240) hours in a fiscal year. Furthermore, no employee can be coerced or forced to take a longer work furlough than authorized by the Board of Estimate and Apportionment. If it is found that an employee has been coerced or forced to take a longer work furlough than designated by the Board of Estimate and Apportionment, the individual(s) that coerced or forced the employee shall be subject to disciplinary action up to and including dismissal. Any employee who believes he/she was coerced or forced to take a longer work furlough than required, or who believes that

any other provision of this Administrative Regulation has been violated will have rights of appeal to the Civil Service Commission within ten (10) calendar days of the end of the furlough in question.

D. It shall be the duty of the Appointing Authority of each department/division to make certain that the decision of the Board of Estimate and Apportionment is carried out and all the work furlough time is taken according to the guidelines established by the Director of Personnel.

Furthermore, all work furlough days which extend weekends shall be distributed as evenly and fairly as possible among all employees.

For employees who are scheduled to work, or on Family Medical Leave, etc. and are unable to be furloughed on the designated day(s), the Appointing Authorities shall schedule the furloughs at another time before the end of the fiscal year.

EF. Work furlough is a temporary, non-duty, non-pay status, non-disciplinary action subject to the approval of the employee's Appointing Authority or his/her designee which can be taken at a minimum of eight (8) hour increments. No employee may work additional time to make up for work furlough time taken and no employee can perform any City work whatsoever during his/her work furlough. No vacation, sick leave, medical leave, or compensatory time may be used to offset the work furlough. Employees who do not schedule their work furloughs will have their work furloughs scheduled for them by their Appointing Authority or his/her designee. Under FLSA rules an exempt employee can only be docked in eight (8) hour increments and cannot be called upon to perform any type of work related duties while on work furlough. If, due to unforeseen urgent situations, the employee ends up working for any part of the furloughed time, he/she will be entitled to receive full pay and to reschedule the furlough at an alternate time.

F. Work furloughs will not affect health insurance, vacation leave accrual, life insurance, medical leave accrual, pension calculations, anniversary date, service rating or eligibility for promotion or pension. No holiday time will be lost if a work furlough is taken before or after a holiday.

G. If possible, two weeks in advance of any furlough, the Appointing Authority or his/her designee shall send a copy of the Fiscal Crisis Dock

Request form to the Personnel Service Section and Employee Benefits Section of the Department of Personnel - Carnahan Building - 1114 Market Street - Room 700. (This will only be necessary on the additional forty (40) hours of furlough required for Overtime Code 1 and 2 employees (excluding pay schedule G or T- Overtime Code 2 employees.)

H. Employees shall record the time on their attendance sheet as a WF (Work Furlough). Payroll personnel shall complete an Adjustment to Pay/Furlough form by pay period provided by the payroll section of the Comptroller's Office for the fiscal crisis. All other adjustments should be handled through the normal procedure on the Request for Adjustment Pay Form #Pay-1 REV (ML89).

DO NOT PUT A DOCK ON THE TIME SHEETS.

I. It shall be the responsibility of the Appointing Authority of each department/division to submit to the Department of Personnel a listing of those positions and job classes, if any, for which they are seeking an exemption from the Work Furlough Program based on the nature of the Department operations and duties performed by the individual position. This list shall be reviewed and approved or disapproved by the Director of Personnel and the Budget Director.

J. It is the responsibility of the department/division Appointing Authorities to keep track of the following information:

- Name and classification of employee who took the work furlough
- Salary of employee
- Number of the hours the employee has taken
- Ensure no loss of benefits by employee

Questions regarding this Administrative Regulation should be referred to the Personnel Services Section of the Department of Personnel, 622-3251.

DEPARTMENT OF PERSONNEL

Richard R. Frank
Director