

Policy Statement

It is the intent of the Hamilton County Board of Commissioners to initiate a cost savings program, also known as a furlough program, as authorized by ORC Section 124.393. All Board departments shall be required to submit a departmental furlough plan (using the designated form) to the County Administrator no later than August 5, 2009 for the first 6-month time period, and two weeks prior to the start of each 6-month time period thereafter. Only permanent full-time and permanent part-time classified employees not subject to collective bargaining agreements are included in the plan. [Unclassified employees participating in a furlough plan covering calendar year 2009 will complete the terms of that program. Unclassified employees will then be covered by the minimum terms of these guidelines effective January 2010, however, appointing authorities may exceed time off schedules at their discretion.]

Furlough Definition

A furlough is a reduction in employee pay and/or hours worked which is imposed as a cost savings measure. The reduction may not exceed the equivalent of 80 hours' pay for full time employees during the State of Ohio fiscal year. The maximum furlough for part-time employees is the equivalent of the number of hours the employee is normally scheduled to work in a pay period.

Duration and Timetable of Furloughs

The program is in effect from July 9, 2009 through June 22, 2011, which corresponds to the County's pay periods. Each State fiscal year is broken down into two 6-month time periods. A maximum of 40 hours during each 6-month time period may be taken as furlough, unless the Holiday pay option is implemented (see explanation under Option 1 below). Charts are provided at the end of these guidelines showing the 6-month time periods by pay period.

Furlough Plan Options

The Board of County Commissioners allows each Department to implement a plan that meets the operational needs and provides the most equity among its employees. Departments with funding sources other than general fund may submit to the County Administrator a request to be exempted from a furlough plan. This request must include the rationale for the exemption.

Each Board department may choose **one** of four options when submitting their Plan. Departments must administer the Plan in a consistent, uniform manner among staff. Departments that have bargaining units with furlough plans should make every effort to keep the plans uniform between non-bargaining and bargaining employees.

Departments must submit a new plan to the County Administrator two weeks before the start of each 6-month time period. The Plans must be submitted to the County Administrator for approval on the Board of County Commissioners Furlough Plan form (available in Human Resources). A list of employees included in the plan and their scheduled furlough days, if applicable, must be attached to the Plan.

Employees who have voluntarily participated in a furlough between January 1, 2009 and June 30, 2009 will have those furlough hours and/or pay reductions already taken credited towards the 40 hour requirement for the first 6-month period only (7/1/09 – 12/23/09).

Option 1 – 10 paid holidays (as defined in Policy Manual Section 5.1.A.) are UNPAID. (NOTE: if this option is selected, because of the schedule of the county's pay periods, the distribution of employees' loss of pay of 40 hours per 6-month time period will not occur evenly in 2009 and 2010. 6 Holidays occur in the 1st half schedule and 4 Holidays occur in the 2nd half schedule.)

Option 2 – a reduction in bi-weekly pay (totaling the equivalent of one-week's pay, not exceeding 40 hours per 6-month time period). Under this option, employees may take paid time off at the reduced rate in full-day increments, not exceeding 40 hours per 6-month time period.

Option 3 – time off without pay (any combination of time off in full-day increments equivalent to one-week's pay, not exceeding 40 hours per 6-month time period).

Option 4 – other (any combination of options that is administered uniformly among staff).

Furlough Procedures

Employee Benefits

When on furlough hours, all employee benefits, including sick and vacation accruals, continue as if the employee is being paid. However, hours on furlough are not utilized in the calculation for overtime. If an employee's pay check is not sufficient to cover the employee's payroll deductions, it is the responsibility of the employee to make arrangements for those deductions to be paid (normally the amounts are permitted to be withdrawn from subsequent paychecks). At the employee's request, a manager may allow furlough days to be substituted for other types of leave (paid or unpaid), except those covered under workers' compensation.

Time Off Without Pay Furlough Plans

Employees in departments that have opted for a Time-off Without Pay Furlough Plan must complete a Request for Leave Form, when requesting furlough hours. Supervisors are encouraged to make reasonable efforts to accommodate employee requests for furlough hours, but all should recognize that the furloughs will be scheduled to minimize disruption to

the efficient operation of the department. The scheduling of specific furlough hours is at the sole discretion of the Department Head and is not subject to the grievance procedure.

Employees must take time off in whole day increments. The furlough is a period of time equivalent to the entire day the employee is normally scheduled to work, with a maximum of 40 hours per 6-month time period for full-time employees. (For example, an employee whose normal shift is 8 hours would take 5 furlough days per 6-month time period. An employee whose normal shift is 10 hours would take 4 furlough days per 6-month time period.) The maximum furlough per 6-month time period for part-time employees is the equivalent of the number of hours the employee is normally scheduled to work in a work week (Thursday thru the following Wednesday).

In the event that there are multiple requests for the same furlough hours for the same day, the supervisor will approve furloughs based on department procedures for approving multiple vacation requests.

In the event that an employee does not submit a request for specific furlough hours, the supervisor will schedule the furlough for the employee.

During each bi-weekly payroll period, copies of Request for Leave forms for employee furloughs must be attached to the department's payroll when submitted to the Human Resources Department.

New Hires

New hires are subject to furlough requirements on a pro-rated basis as shown below. The days required correspond to the 6-month time periods.

1st 6-Month Time Period	
Month Hired:	Number of Furlough Days Required
January	5
February	4
March	3
April	2
May	1
June	0
2nd 6-Month Time Period	
Month Hired:	Number of Furlough Days Required
July	5
August	4
September	3
October	2
November	1
December	0

6-MONTH TIME PERIOD CHARTS (July 9, 2009 through June 22, 2011)

2 nd Half 2009 – 6 Month Time Period (7-9-09 thru 12-23-09)		
PP 15	July 9, 2009	July 22, 2009
PP 16	July 23, 2009	August 5, 2009
PP 17	August 6, 2009	August 19, 2009
PP 18	August 20, 2009	September 2, 2009
PP 19	September 3, 2009	September 16, 2009
PP 20	September 17, 2009	September 30, 2009
PP 21	October 1, 2009	October 14, 2009
PP 22	October 15, 2009	October 28, 2009
PP 23	October 29, 2009	November 11, 2009
PP 24	November 12, 2009	November 25, 2009
PP 25	November 26, 2009	December 9, 2009
PP 26	December 10, 2009	December 23, 2009

1 st Half 2010 – 6 Month Time Period (12-24-09 thru 7-7-10)		
PP 1	December 24, 2009	January 6, 2010
PP 2	January 7, 2010	January 20, 2010
PP 3	January 21, 2010	February 3, 2010
PP 4	February 4, 2010	February 17, 2010
PP 5	February 18, 2010	March 3, 2010
PP 6	March 4, 2010	March 17, 2010
PP 7	March 18, 2010	March 31, 2010
PP 8	April 1, 2010	April 14, 2010
PP 9	April 15, 2010	April 28, 2010
PP 10	April 29, 2010	May 12, 2010
PP 11	May 13, 2010	May 26, 2010
PP 12	May 27, 2010	June 9, 2010
PP 13	June 10, 2010	June 23, 2010
PP 14	June 24, 2010	July 7, 2010

2 nd Half 2010 – 6 Month Time Period (7-8-10 thru 12-22-10)		
PP 15	July 8, 2010	July 21, 2010
PP 16	July 22, 2010	August 4, 2010
PP 17	August 5, 2010	August 18, 2010
PP 18	August 19, 2010	September 1, 2010
PP 19	September 2, 2010	September 15, 2010
PP 20	September 16, 2010	September 29, 2010
PP 21	September 30, 2010	October 13, 2010
PP 22	October 14, 2010	October 27, 2010
PP 23	October 28, 2010	November 10, 2010
PP 24	November 11, 2010	November 24, 2010
PP 25	November 25, 2010	December 8, 2010
PP 26	December 9, 2010	December 22, 2010

1st Half 2011 – 6 Month Time Period (12-23-10 thru 6-22-11)		
PP 1	December 23, 2010	January 5, 2011
PP 2	January 6, 2011	January 19, 2011
PP 3	January 20, 2011	February 2, 2011
PP 4	February 3, 2011	February 16, 2011
PP 5	February 17, 2011	March 2, 2011
PP 6	March 3, 2011	March 16, 2011
PP 7	March 17, 2011	March 30, 2011
PP 8	March 31, 2011	April 13, 2011
PP 9	April 14, 2011	April 27, 2011
PP 10	April 28, 2011	May 11, 2011
PP 11	May 12, 2011	May 25, 2011
PP 12	May 26, 2011	June 8, 2011
PP 13	June 9, 2011	June 22, 2011