

Policy Contact

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Voluntary Work Furlough/Reduced Workweek Program

By mutual agreement between a full-time career employee and appointing authority, a voluntary work furlough/reduced workweek program may be initiated under the following conditions:

1. "Work furlough" refers to a full day of unpaid leave on a variable schedule. "Reduced workweek" refers to a schedule of a full-time career employee which is modified on a regular fixed basis to less than forty (40) hours per week.
2. The period of work furlough shall not exceed two (2) days of unpaid time per biweekly pay period for a 5-8 schedule or a 4-10 schedule. The reduced workweek shall not be reduced by more than twenty (20) hours of unpaid time per bi-weekly pay period. Work hours reduced in excess of 346 hours in a fiscal year will result in reduced retirement service credits.
3. Employees may be authorized to work a daily schedule of more than eight (8) hours but less than ten (10) hours. Employees who are scheduled to work such a daily schedule shall be paid at the overtime rate of time and one-half for all hours worked in excess of their regularly scheduled workday and forty (40) hours per week.
4. An employee will not be permitted to use accrued paid time during such furloughed or reduced hours.
5. Employees shall receive holiday benefits as follows:
 - a. Employees in classifications entitled to accrue holiday credit will continue to receive the same holiday credit.
 - b. For all other employees, the holiday shall be treated as follows:
 - 1) Employees on reduced workweek or furlough on a recognized holiday will receive eight (8) hours or four (4) hours of holiday credit, as applicable.
 - 2) Employees on a reduced workweek who work on a recognized holiday will receive holiday pay plus time and one-half (1-1/2) compensation for the hours worked, and holiday credit for the remaining hours up to eight (8) hours or four (4) hours, as applicable.
6. The mutual agreement entered into by the employee and appointing authority or designee may provide for call-back arrangements if appropriate. Once mutual agreement is reached, the work furlough or reduced workweek shall continue in full force and effect from the effective date of the agreement until the employee or the department request to terminate it after thirty (30) day's notice. The agreement shall be void if an employee is injured off-the-job, has exhausted all leave accruals, and has more than forty (40) consecutive hours without pay. Any change to the agreed-upon work schedule or required overtime is subject to the applicable provisions of the labor agreement, if any.
7. An employee who participates in this voluntary work furlough/reduced workweek program shall receive full benefits for life insurance, accrued leave, injury-on-duty time, holiday, and health and welfare benefits, including the City contribution, and if applicable, the Regional Transit monthly pass. The application of the City's contribution to health and welfare benefits shall be the same as for a full-time career employee.