

Changes to Existing ETS Program

I. ETS Authorizing Language

Current ETS Program effective 02/14/01 (Items to be revised)	October 2001 ETS Program (Items which replace those to be revised)
Council declaration only for all elements.	<ul style="list-style-type: none"> • Council declares fiscal emergency (based on resource constraints, etc.) for Citywide activation of ETS program. • Once fiscal emergency declared, BHR Director may authorize the use of specific program elements within bureaus or on a Citywide basis. The form and offering of specific ETS program elements shall be approved by the BHR Director. • Programs continue indefinitely and are applied at the discretion and approval of the BHR Director: <ul style="list-style-type: none"> a) All Alternate Employment Programs except Employee Transition/Redeployment as listed on page one of "Exhibit B." Expanded Transfers continue without "redlining" provision. b) Targeted Severance; and c) Programs under "Support Services," as listed on page one of "Exhibit B."

II. Targeted Severance Elements to be changed compared against prior version of the program

02/14/2001 Program Version (Current)	October 2001 ETS Program (Items which replace those to be revised)
6 mos. base pay plus 1 week pay for every year of service up to 1 year total comp.	Bureaus pay a minimum of 6 mos. base pay; additionally, BHR may approve and negotiate 1 week pay for every year of service up to an additional 6 months base pay, as agreed to, and paid for, by a bureau; the maximum total Targeted Severance cost a bureau pays shall not exceed one year base pay of an employee; the total payment

	to the employee is intended to cover PERS contributions. (E.G. If PERS contribution is 20% and total EE compensation under the agreement is \$10,000: Employee receives \$8,333.33 and City payment to PERS is \$1,666.67.).
3 months or 6 months medical, dental, vision COBRA paid for by City, depending on length of service	2 months or 5 months medical, dental, vision COBRA paid for by City, depending on length of service
½ SL balance Payout	Eliminate SL Payout
Retirement Severances Offered	Retirement Severances Not Allowed Under this program
May be excluded from PERS	Subject to PERS

New Program Additions

III. Voluntary Furlough(New)

Purpose	Create savings during budgetary shortfalls or fiscal crises through unpaid leave of absence.
Program Administration	Bureau of Human Resources
Employee Eligibility	Under Voluntary Furlough (VF), all eligible employees have the option to take unpaid leave, however, all leaves for employees defined as essential may be denied by the employee's bureau. Eligibility must be consistent with federal and state wage and hour laws.
Policy Guidelines	<p>a) During periods of furlough affected employees shall be on unpaid leave status for a period not exceeding 30 days.</p> <p>b) Furloughs of less than 30 days are subject to the same requirements as unpaid leaves of absences of less than 30 days, with the exception that furloughs are exempt from the requirement that all paid leave be exhausted prior to the employee taking unpaid leave status.</p> <p>c) Furloughs less than 30 days in duration do not result in adjustments to service, class, or vacation accrual dates.</p> <p>d) Prior to instituting VF affecting represented employees, the programs must first be negotiated by BHR with</p>

	<p>the exclusive representatives of the bargaining units of affected employees.</p> <ul style="list-style-type: none">e) Upon conclusion or termination of an employee's unpaid leave of absence under the VF program, employee will return to the same job and class from which he or she furloughed.f) Bureaus may exempt employees in mission critical functions from furlough programs.g) The duration of a VF program shall allow for 80 hours of paid status in any given month by individual employees so as to maintain City paid benefits eligibility. Should a VF program require employees to furlough more than 80 hours in order to meet the best interest of the City, the BHR Director may waive the 80 hour requirement. In such case, the BHR Director may take actions to design, arrange for, and negotiate, if applicable, a specific VF program which exempts affected employees from the 80 hour rule for a defined period of time.h) Furlough programs are not intended to trigger a layoff process for affected employees.i) Requests for a furlough program are made to BHR Director by an AU manager, Commissioner in Charge, etc. and are subject to approval in writing by the BHR Director.j) The proposed beginning and ending dates of a specific VF program shall be stated prior to initiation of the program.k) VF may be offered to eligible employees of a specific bureau who may voluntarily elect to take an unpaid leave of absence.l) For purposes of state unemployment insurance benefits, VF shall not result in unemployment benefits.m) PERS creditable service is not granted for leaves of absence without pay.
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Compensation	<ul style="list-style-type: none"> • Employees are on unpaid status while participating in this program. • Benefits coverage continues for benefit eligible employees, providing the employee is in a paid status at least 80 hours in any given month. Benefits coverage may be subject to revision under item “g)” of “Policy guidelines.”
Funding	Individual bureaus.
BHR Responsibility	<ul style="list-style-type: none"> • Coordinate the program. • Negotiate necessary provisions with labor unions. • Communicate Furlough Program to Bureau Director and HR Managers/Coordinators. • Provide information and materials necessary to implement program. • Approve or decline bureau request to furlough employees under this program element (based upon legal permissibility, etc.).
Bureau Responsibility	<ul style="list-style-type: none"> • Identify the proposed furlough dates based on bureau business needs. • Request application of a furlough program within the bureau. • Communicate approved program to respective employees. • Receive and process employee furlough applications for VF program • Notify employees of the status of their request under the VF program.