



# PROTEC17 Represented Employees



## *Am I required to furlough?*

ProTec17 represented employees earning more than \$29.55 per hour shall take five (5) furlough days, or a total of forty (40) hours, of unpaid leave as follows:

- A. Furloughs must be completed by October 31, 2020;
- B. Part-time employees earning more than \$29.55/hr will be required to take an amount of furlough days that are prorated based on the average number of hours worked in a two-week period;
- C. Based on the City's operational needs and provided that overtime costs are not incurred, employees will have flexibility in determining how they take the furlough days in order to best address their own financial needs. Furloughs can be taken one day a week or all at once if the employee so chooses. This includes, but is not limited to, furloughs being taken in hourly increments. Employees' specific requests will not be unreasonably denied.
- D. No employee will lose their healthcare coverage due to a furlough or voluntary reduction in hours so long as they remain an employee of the City and are not laid-off, retire, or are otherwise separated from City service.
- E. Employees who provide written notice of retirement will not be required to furlough, so long as they retire by January 31, 2021. Any employee who provided such notice but does not retire by the date stated in this paragraph shall be immediately required to take furlough days/hours.
- F. Employees earning \$29.55/hr or less will not be required to take furlough days.

ProTec17 represented employees may, with the approval of their manager and Bureau Director, volunteer to temporarily reduce their hours from July 1, 2020 to June 30, 2021 to any number between 0.9 and 0.5 FTE, provided that such reduction in hours meets the operational needs of the bureau and does not create overtime costs.

- Employees electing a reduced schedule must agree to do so for the entire fiscal year unless economic conditions improve, and the City no longer requires the savings or by mutual agreement between the City and employee.
- The City will continue full-time health care contributions for current full-time employees reducing to any amount between 0.9 and 0.5 FTE.
- Employees who voluntarily reduce their schedule by the first pay period in Fiscal Year 2020-21 will not be subject to the furlough days.

**Questions related to furlough requirements for ProTec17 members can be directed to your Manager or your HR Business Partner.**