



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
City Manager

Number: V-7 Effective Date: 12/14

**SUBJECT: UNPAID VOLUNTARY FURLOUGH POLICY**  
**(VOLUNTARY/UNPAID)**

**PURPOSE:**

To ~~provide for~~ establish guidelines for temporary **voluntary** furloughs ~~a uniform policy~~ for all eligible benefited City employees in ~~the~~ granting and taking of voluntary furloughs.

**POLICY:**

In the event ~~that~~ the City Manager determines that cost savings measures should be taken due to adverse economic conditions or financial constraints, which includes the reduction of personnel costs, the City may implement a "Voluntary Furlough Without Pay Plan." Furlough leave may be taken consecutively or ~~incrementally~~ intermittently. The following policies shall apply to the "Voluntary Furlough Without Pay Plan":

**Eligibility**

1. All full and part-time, benefited employees are eligible to participate (seasonal and temporary employees are not eligible).
2. Employees with accrued vacation in excess of the maximum time allowed or with compensatory time in excess of 42 hours may not participate until they are in compliance with the maximum hours allowed.
3. Fair Labor Standards Act (FLSA) exempt employees will lose their FLSA exemption status during the **work** week(s) in which the furlough occurs and pay is reduced. These employees must adjust their workweek to avoid overtime compensation.
4. Taking unpaid furlough should not result in the need for any other employee to work overtime.
5. An employee may take ~~a minimum of — days and~~ a maximum of three (3) months of voluntary furlough during a calendar year of voluntary furlough at any one time during the duration of the established furlough plan. Furloughs in excess of 30 calendar days must be approved by the City Manager or designee.

## **Compensation and Benefits**

1. No form of salary compensation will be paid while on voluntary furlough ~~may be taken~~ (i.e., vacation, paid sick leave, compensatory time, administrative leave). Holidays shall be paid as usual based on the employee's status (full-time, half-time, 3/4 time). Taking a furlough day before or after a holiday will not exclude an employee from receiving holiday pay.
2. The City shall continue to pay the City's portion of all existing benefits (i.e., Health & Dental ~~City portion, Deferred Compensation City portion, Life Insurance City portion~~<sup>(GM1)</sup>). Employees eligible for a city deferred compensation contribution must contribute the minimum employee contribution to receive the city contribution. The City will continue to make pro-rata CalPERS contributions (Employer and Employee) on behalf of the employee for all paid hours as long as there are reportable earnings. Based on CalPERS rules, employees will earn one (1) year of service credit for every ten (10) months worked in a fiscal year on a full-time basis (1,720 hours).
3. All deductions previously paid by the employee shall continue to be ~~taken~~ deducted ~~from out of the employee's paycheck~~ when a paycheck has been issued with sufficient funds. In the event there are insufficient earnings, ~~other cases~~, it shall be the employee's responsibility to make arrangements to pay their portion of benefits or other mandatory payroll deductions to ensure the continuation of such benefits. This includes, but is not limited to health, dental, long-term disability (LTD), critical illness insurance, additional life insurance, deferred comp loans, legal insurance, and court ordered payments. Failure to make the employee portion of the benefit payments may result in disruption of benefits. Employees participating in benefits with pre-tax deductions, such as the Flexible Spending Plan, must continue to have those deductions taken from their paycheck; if there are insufficient funds, the pre-tax deductions will resume once a paycheck with sufficient funds is generated to bring the employee to-date on any missing deductions.
4. Furlough hours will not cause a break in service, nor a reduction in employee's seniority with the City, department, or with the position.
5. Furlough hours will not extend a probationary period or cause a change in the employee's anniversary date/merit date.
6. Sick leave and vacation shall continue to accrue as if the employee had worked their regularly scheduled workdays or shift. ~~All benefits shall accrue as if the employee were working (i.e., vacation, sick leave).~~

~~There shall be no loss of seniority with the City, department, or with the position. There is no break in service.~~

~~1) No form of salary compensation may be taken (i.e., vacation, compensatory Time, administrative leave). Holidays shall be paid as usual.~~

~~2) The City shall continue to pay the City's portion of all existing benefits (i.e., Health & Dental City portion, Deferred Compensation City portion, Life Insurance City portion). The City will continue to make pro-rata CalPERS contributions (Employer and Employee) on behalf of the employee as long as there are reportable earnings. Based on CalPERS rules, employees will earn one (1) year of service credit for every ten (10) months worked in a fiscal year on a full-time basis (1,720 hours).~~

~~3) All deductions previously paid by the employee shall continue to be taken out of the employee's check when a check has been issued with sufficient funds. In other cases, it shall be the employee's responsibility to make arrangement to pay their portion of benefits or other payroll deductions. This includes, but is not limited to, health, dental and Long Term Disability (LTD) insurance premiums, deferred compensation, credit union, bonds, union dues, court ordered payments.~~

~~4) There shall be no loss of seniority with the City, department, or with the position. There is no break in service.~~

~~5) All benefits shall accrue as if the employee were working (i.e., vacation, sick leave).~~

~~6) Employees must request the furlough through their supervisor using the appropriate form at least two (2) weeks prior to the first day of the furlough request. The requested furlough days must be approved by the ~~d~~Department ~~h~~Head. The ~~D~~department ~~h~~Head may accept or reject a request for furlough based on the department's operational needs after considering the employee's position, seniority and the needs of the department. Furlough time off will not be approved retroactively. Approved furlough requests should not be disciplinary in any way.~~

~~7) An employee may take up to three (3) months of voluntary furlough at any one time. Furloughs in excess of 30 calendar days must be approved by the City Manager.~~

~~8) FLSA exempt employees will lose their FLSA exemption status during the week(s) in which the furlough occurs and pay is reduced. These employees must adjust their workweek to avoid overtime compensation.~~

9) ~~Employees with accrued vacation in excess of the maximum time allowed or with compensatory time in excess of 42 hours may not participate in this plan until they are in compliance with the maximum hours allowed.~~

10) ~~The Human Resources Department will have administrative authority to update any attached forms to this policy on an as-needed basis. Taking unpaid furlough should not result in the need for any other employee to work overtime.~~

Attachment:

1. ~~4.~~ Voluntary Furlough Form



## **City of Riverside** **Human Resources Department** **Voluntary Furlough Request**

The City Manager has initiated a Voluntary Furlough Program. Be sure to review the Personnel Policy and Procedure Manual V-7, Furlough Policy (Voluntary/Unpaid).

**Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_ **Position:** \_\_\_\_\_

### **Type of Furlough Schedule**

Consistent  
Ex: 4/9 (4 days/9 hrs per day) with every Friday off or 9/8 (9 days/8 hrs per day) with every other Monday off

Intermittent  
Ex:  
• April 19, 2019  
• April 30, 2019  
• May 9, 2019

Consecutive\*  
Ex: May 1, 2019 – May 15, 2019  
\*Anything over 30 days requires CMO approval

### **Proposed Schedule Arrangements**

Indicate how many days you wish to be on unpaid furlough and your 1<sup>st</sup> and 2<sup>nd</sup> choices of schedule arrangements.

#### **First Choice**

#### **Second Choice**

**Have you accumulated more than 42 hours of unused comp. time?**      **Yes**      **No**

**Will your accrued vacation time exceed that allowed (2 years) by December 31<sup>st</sup> of this year?**  
**Yes      No**

I have read and understand policy *Furlough Policy (Voluntary/Unpaid) V-7* and I make this request voluntarily. I also understand that any benefit or payroll deduction that is in effect at the time of the furlough will be deducted from my paycheck and if my earnings do not cover the deductions, I will be invoiced for the balance.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approvals**

**Supervisor's Comments & Recommendation:**

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head**      Approve      Deny      Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Human Resources**      Approve      Deny      Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**City Manager Approval (Requests in excess of 30 consecutive days)**

\_\_\_\_ Accept      Reject      Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_