

4.12 Furlough Policy

Effective Date: May 13, 2020

The Director of Human Resources is responsible for implementing and overseeing compliance of this policy.

In times where revenues are declining or the economy is in distress or due to some other unforeseen or exigent circumstances that impacts the County financial condition, the Director of Human Resources may implement a Furlough Process with the approval of the County Administrator, after all temporary and part-time employees have been laid-off.

Upon notice, Department Head(s) will review and identify non-mission critical positions. Non-mission critical positions are positions whose absence for up to 6 weeks (two weeks at a time) over a 90-day period, would not impose additional costs upon the County (overtime, lost work) or impede the delivery of services to residents.

Department Heads will pass along the names and titles of all employees who occupy the identified non-mission critical positions to the Human Resources Director. The Human Resources Director will furlough all employees so identified for two weeks per month over the 90-day period and provide the affected employees with as much notice as possible but must provide at least five (5) calendar days' notice of a furlough.

While furloughed, an employee is not to perform any work for the employer, does not accrue paid time off and must pay his/her share of insurance premiums and 100% of voluntary coverages selected.

During the furlough, employees may apply for and receive unemployment insurance benefits and the County will continue to pay its share of the health insurance coverage.