



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Policy

Title: FURLOUGHS

Number: LCC-91

**Cancel: LCC-91, approved
September 22, 2009**

Approved: December 1, 2009

I. OBJECTIVE

To establish unpaid furlough time for employees of the Board of County Commissioners (BCC). This policy is implemented solely for the time period of October 1, 2009 through September 30, 2010.

II. DEFINITIONS AND REFERENCES

N/A

III. DIRECTIVES

A. Core Furlough Days

Two (2) mandatory unpaid "Core Furlough Days" totaling sixteen (16) hours will be scheduled for all County employees with the exception of shift Fire Rescue positions (Firefighters, Fire Lieutenants, and Battalion Chiefs) and Building Services staff already working a reduced work schedule (32 hours per week) on Thursday, December 24, 2009 and Thursday, December 31, 2009. The County will be closed on these days.

The County's designated floating holiday options for the 2009 holiday season shall be changed to one of the following days:

Wednesday, December 23, 2009, or
Monday, December 28, 2009, or
Wednesday, December 30, 2009, or
Monday, January 4, 2010.

B. Flex Furlough Days

An additional ten (10) mandatory unpaid "Flex Furlough Days" totaling eighty (80) hours shall be implemented for all County employees with the exception of shift Fire Rescue positions and Building Services staff already working a reduced work schedule (32 hours per week).

The Flex Furlough Days will be staggered among affected staff in each work unit to minimize the impact on service.

The County Manager along with Department Directors shall ensure that all affected employees take the required Flex Furlough Days.

Part-time employees will have their weekly scheduled hours divided by five (5) typical work days to calculate the number of hours reduced for each established furlough day (e.g., An employee scheduled to work 20 hours per week will have four (4) hours for each furlough day).

- C. As an alternative to the Core and Flex Furlough Day schedule outlined above, departments with non-exempt employees in a field work-crew environment may schedule furloughs in an alternate fashion in accordance with written procedures to achieve a total of ninety-six (96) furlough hours for the fiscal year with prior approval from the County Manager or designee.
- D. Furlough Provisions for Fire Rescue Employees
 - 1. The County Manager is hereby granted the authority to implement unpaid furlough time for certain Fire Rescue employees when required due to budgetary constraints. This includes all Firefighters, Fire Lieutenants, and Battalion Chiefs.
 - 2. In fiscal year 2009/2010, no more than ninety-six (96) unpaid furlough hours will be scheduled for each applicable Fire Rescue employee. The County Manager or designee shall determine employee furlough schedules and communicate furlough assignments to employees as far in advance as practical.
- E. Benefits eligibility shall not be impacted by furlough days. Employees who would otherwise be eligible for benefits will remain eligible for benefits.

The County will not reduce contributions for insurances due to furloughs (e.g. annual salary, for purposes of life insurance will be based on a full work scheduled without regard to furlough days).

Furlough days will not affect an employee's Florida Retirement System (FRS) creditable service as long as the employee works one (1) day during the calendar month. Because annual take-home pay will be reduced, FRS retirement contributions will also be reduced accordingly.

Accruals tied to hours of work will be reduced in accordance with the reduced work hours.

- F. The County Manager shall create procedures to administer this policy.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.



Welton G. Cadwell
Chairman, Board of County Commissioners
Lake County