

INSTITUTIONAL DIRECTIVE 6-14

July 26, 2010

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.

Title: Voluntary Furlough Program

I. Purpose

This procedure establishes Piedmont Technical College's guidelines for offering employees the option to voluntarily choose to furlough for a period of not more than ninety days during a fiscal year. The Voluntary Furlough Program option is contingent upon the agency meeting legislative guidelines stipulated in the annual General Appropriations Act. The college has the option to allow an employee to participate in the Voluntary Furlough Program based on the guidelines set forth by the SBTCE and this directive.

II. Definition

A voluntary furlough is a work arrangement whereby eligible employees are authorized a leave of absence from work, without pay, not to exceed ninety days in a fiscal year. An employee may furlough in full day increments only. A full day is counted as 8 hours.

III. General Statements

- A. A Voluntary Furlough Program may be established when general funds appropriated for the agency, not the individual technical colleges, are less than the preceding fiscal year or if the General Assembly or Budget and Control Board implement a mid-year across-the-board reduction. A Voluntary Furlough Program cannot be enacted if an agency's reduction is due solely to the General Assembly transferring or deleting a program.
- B. Established programs must include the criteria utilized to determine which employees will be eligible to participate.
- C. All decisions to request participation in the program are strictly voluntary for eligible employees.
- D. The Voluntary Furlough Program is coordinated by the Human Resources Manager.
- E. Participation in the Voluntary Furlough Program does not exclude employees from being required to participate in a Mandatory Furlough Program, if implemented.

Office of Responsibility: President

IV. Eligibility

All employees in FTE positions or temporary grant positions are eligible to participate.

V. Guidelines

- A. Participation in the program is voluntary and subject to approval by appropriate management staff. The Voluntary Furlough Program may not be appropriate to all areas of the college, especially those having limited staff.
- B. Participation in the program is not an employee right or benefit and may be discontinued at any time by either party. Denial or termination of a voluntary furlough arrangement is not appealable or grievable; however, all decisions made under this program should be made in a non-discriminatory manner.
- C. Employees are entitled to participate in the same benefits as otherwise available to them with the exception of receiving their salary. When participating in the Voluntary Furlough Program employees will be placed in leave without pay status.
- D. The college is responsible for making both employer and employee contributions if coverage would otherwise be interrupted for benefits which require employer and employee contributions.
- E. The employee remains responsible for making contributions that require only employee contributions.
- F. An employee may furlough up to ninety (90) calendar days per fiscal year. Furloughs may only be taken in full-day increments of 8 hours.
- G. An employee will continue to accrue annual and sick leave as if they were in a pay status.
- H. If a holiday falls during the furlough period, the employee should be paid for the holiday, as observed by the college.

VI. Conditions of Voluntary Furlough

- A. Participation in the Voluntary Furlough Program will be based on management consideration of workloads and work requirements to ensure that the college's mission and program needs are met.
- B. An employee's performance review date will not be adjusted; however, for evaluation purposes the employee's review date will be taken into consideration prior to approving a voluntary furlough.
- C. An employee's hire date and continuous state service date will not be adjusted.
- D. A TERI retiree participating in the Voluntary Furlough Program will not be considered as having a break in service nor will the furlough period extend the five-year limitation under TERI guidelines. The time TERI participants spend in the Voluntary Furlough Program will also count as time in the TERI program.
- E. The voluntary furlough will not adversely affect an employee's eligibility for advancement or for any other employee right or benefit.
- F. At the end of the voluntary furlough period, the employee will be expected to resume his/her regular schedule of work at the primary work location.

VII. Application for a Voluntary Furlough

- A. An eligible employee must complete an Application for Voluntary Furlough form (Attachment 1) and submit the request to his/her supervisor for review and final approval at the appropriate level of management at the college.
- B. Requests for a voluntary furlough will be considered on an individual basis.
- C. The Application for a Voluntary Furlough form must be completed and approved prior to the start of the employee's voluntary furlough.
- D. The college must submit a Supplemental Service Report (Furlough Supplements Form 1224) to the South Carolina Retirement System quarterly for all employees participating in the Voluntary Furlough Program as well as any additional forms necessary for reporting purposes.

VIII. Documentation and Reporting

- A. The college must *provide* to the Budget and Control Board's Office of Human Resources the following information regarding furloughed employees prior to September 1st of the following fiscal year:
 - 1. Total number of employees who have participated in the furlough program
 - 2. Total number of furlough days
 - 3. Estimated cost savingsThe System Office's Human Resource Services shall coordinate the annual submission of furlough information to the Budget and Control Board's Office of Human Resources.
- B. The college must maintain internal documentation for record keeping purposes to include the individual plan(s) and the Application for Voluntary Furlough form(s) that document the terms of the furlough and emphasizes the employee's voluntary decision to request it.

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PIEDMONT TECHNICAL COLLEGE
VOLUNTARY FURLOUGH PROGRAM – 2011
GENERAL INFORMATION AND ACKNOWLEDGEMENT

Who is eligible to participate in the Voluntary Furlough Program?

All employees in FTE positions or temporary grant positions are eligible to participate; however, participation must be approved by the employee's immediate supervisor or other appropriate official.

Is my supervisor required to approve my request for furlough?

To the degree possible, Piedmont Technical College will attempt to honor the furlough request; however, the consideration of workloads, work distribution, and similar factors may necessitate that the furlough not be taken or be taken at a different time. Under no circumstances will age, race, color, religion, creed, national origin, sex, disability, military status, or political affiliation influence any Piedmont Technical College official in making any decisions concerning voluntary furlough.

What happens if my furlough request is not approved?

Denial of an employee's request to furlough is not grievable or appealable under the State Employee Grievance Procedure Act.

Will I be required to participate in this Program?

Participation in this Voluntary Furlough Plan is entirely voluntary; you are not required to participate. Employees may not be forced or coerced into going on a furlough under this program. Any employee who submits a leave form requesting a voluntary furlough will acknowledge that the furlough has been requested without any coercion, undue influence, threat, or intimidation of any kind or type.

When will this Program start?

This Program will be available beginning July 01, 2010, through the 2011 Fiscal Year; however, Human Resources requires a two-week notice before any furlough will be approved.

What is required of an individual to enter this Program? What do I need to do to participate in this Program?

- ***Employees must sign this document on page six and attach it to the leave application form.***
- Employees must obtain approval from their immediate supervisor or other appropriate official.
- Employees must complete a ***leave application form***, with the type of leave showing ***"Leave Without Pay-Voluntary Furlough."*** The request for leave form should be signed by the employee, signed by the supervisor, and attached to this signed Piedmont Technical College Voluntary Furlough Program form and forwarded to Human Resources. **If the timeframe is tight, the forms may need to be walked to Human Resources.**
- **The approved leave application forms with the signed Piedmont Technical College Voluntary Furlough Program form must be in Human Resources two weeks in advance of the leave being taken.**

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How much time may I furlough?

Furloughs may be requested in any amount from one (1) to ninety (90) days. No furlough under this program may exceed ninety (90) days per fiscal year.

What affect does a furlough have on my employment status?

While on furlough, you will be placed in a leave without pay status and will be subject to all policies and procedures of Piedmont Technical applicable to employees in a leave without pay status, except as noted below.

- You will continue to accrue annual and sick leave as if you were in pay status.
- If a holiday falls during the furlough period, you will be paid for the holiday.
- Your performance review date will not be adjusted; however, you and your supervisor should take into consideration your review date prior to approving a voluntary furlough for evaluation purposes.

What happens to my pay during a furlough?

While on furlough, you will be placed in a leave without pay status; **therefore, you will not be eligible to receive your salary during any period of furlough.**

What happens to my benefits during a furlough?

Even though you will not receive pay during a period of furlough, you will not experience a break in service, so the following benefits are protected.

- You will continue to accumulate annual and sick leave benefits.
- For benefits that require employer and employee contributions, Piedmont Technical College will pay both the employer and employee contributions during the voluntary furlough period, if the coverage would otherwise be interrupted. These benefit plans include the following.
 - State Health Insurance Plan;
 - State Dental Insurance;
 - **Money Plus Administrative Fee for Health and Dental Insurance Premiums only;**
- Employee and employer Retirement Contributions will be made by Piedmont Technical College based on your base salary as of your last paycheck before furlough.
- For insurance and other deductions that require only employee contributions or payments, you will be required to make all contributions or payments. If there will be no paycheck from which to deduct premiums or payments, you will be responsible for making sure that all payments are made to avoid lapse or cancellation of coverage. To make arrangements for payment, please contact the Human Resources Department. In no case will Piedmont Technical College assume any responsibility for these deductions or for any benefit not listed above.

What happens to my benefits when my furlough ends?

You will become responsible for the normal employee contributions.

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CERTIFICATION

I certify that I have read this document, understand it, and that I am **voluntarily** making the decision to request a voluntary furlough for the days indicated on the attached leave request.

Print Name

Social Security # _____

Signature

DISCLAIMER: Please refer to the Piedmont Technical College Voluntary Furlough Program for details. This summary is not intended to replace the details contained in the procedure that deals with the Voluntary Furlough Program.
