



TEMPORARY WORKFORCE REDUCTION (TWFR)

APPLICATION: Full-time, quasi full-time, and part-time **classified** employees.

This policy allows agencies to reduce employees' work hours or place employees in a non-working status on a temporary basis.

Before Implementing a Temporary Workforce Reduction

- ✓ Designate business functions to be suspended or reassigned.
- ✓ Determine whether the entire agency or only certain designated work unit(s) are to be affected.
- ✓ Determine if TWFR will be imposed as non-working status, reduced schedule, or a combination.
- ✓ Determine if voluntary requests for TWFR will be considered.

Identifying Employees to be affected by the Temporary Workforce Reduction

- ✓ Agency management shall identify employees to be affected by a TWFR based on agency business needs.
- ✓ Decisions must be non-discriminatory and comply with the provisions of Policy 2.05, Equal Employment Opportunity.
- ✓ Agencies should consider reducing or eliminating the hours of wage employees as an alternative or addition to TWFR of classified employees. An assessment of contracted and temporary services should also be considered in such decisions.
- ✓ Employees may request to be considered for TWFR; however, the agency has final authority for identifying employees for TWFR.

Length of a Temporary Workforce Reduction

- ✓ All reductions must be made within a period not to exceed 365 days.
- ✓ A full-time, 40-hours per week employee's work schedule may be reduced by no more than 690 hours per 365-day period. The limit for quasi full-time and part-time classified employees must be pro-rated according to their percentage of a 40-hour schedule.
- ✓ Agencies should develop a mechanism to track employees' work hours while on TWFR.
- ✓ An employee may not be subject to TWFR in a successive 365-day period calculated from the final day of his/her TWFR-altered schedule.
 - Example: The schedule of a furloughed employee on TWFR is reduced for the period of January 10 through May 29. This employee is not subject to another TWFR until May 30 of the next calendar year.
- ✓ Reductions may be continuous or intermittent.
- ✓ Work hours may be reduced or eliminated completely for one or multiple pay periods.

Employee Salaries

- ✓ Impacted employees' salaries are reduced during this temporary period based on the schedule reductions and non-working times.



Employee Benefits

- ✓ Employee benefits are protected during this temporary period.
- ✓ Refer to the Chart of Benefits for additional information.

Employee Notification

- ✓ If alternative funding is available, agencies must provide a notice of two weeks to employees before placing them in TWFR. If funding is not available, agencies may seek a policy exception from DHRM for the two-week notice period.
- ✓ The following information must be included in the notice to employees
 - Extent of the TWFR (reduced hours, non-working status, or a combination) and total reduced hours anticipated.
 - Schedule for the entire period of the TWFR as far as possible.
 - Status of employee's benefits during the TWFR including leave accrual rate for employees working reduced hours.
 - Management reserves the right to alter the TWFR schedule as business needs require and employees should be made aware that changes may occur.
 - Agencies must notify employees if further reductions are to be made. Such changes must fall within the original 365-day period and may not exceed the policy maximum (690 hours for full-time employees).

Use of Previously Approved Leave During TWFR

The agency must retract approval for any part of previously requested leave no longer scheduled as work time because of a TWFR.

Employees on Leave with Pay or VSDP

Refer to the Chart of Benefits for employees on:

- ✓ VSDP Short-Term Disability
- ✓ VSDP Long-Term Disability – Working
- ✓ Workers' Compensation
- ✓ Leave of Absences with Pay

Filing VSDP Claims during a Temporary Workforce Reduction

Reduced Hours: The disability benefit for employees who file VSDP claims while in TWFR reduced hours will be based on the employee's salary while working reduced hours.

Non-Working Status: Employees who file VSDP claims while on TWFR non-working status will not be able to receive STD income replacement benefits until their schedule reverts to working status.

Termination of a Temporary Workforce Reduction

- ✓ At the end of the TWFR, the employee must be returned to his/her original position and schedule.
- ✓ If the agency determines that staff reductions must be made on a permanent basis, the provisions and procedures of Policy 1.30, Layoff, must be applied.