

2011-2012 IVC FURLOUGH PLAN

Preamble

The Imperial Community College District (IVC) realizes that the unprecedented reduction in state general fund support that the college is forced to make requires some significant changes to the development of the 2011-2012 budget. The intent of this plan is to provide a framework for the implementation of furloughs on campus and to lessen the impact of those budget cuts on IVC.

The purpose of the furloughs is to assist in maintaining regular employment to the extent possible, while ensuring a fiscally stable budget, maintaining a certain service level, and lessening the severity of potential layoffs by reducing compensation costs.

The IVC's guiding principles with respect to this budget crisis are as follows:

- I. To serve as many students as possible without sacrificing quality; and
- II. To preserve as many jobs as possible within the constraints under which IVC is being required to operate.

Definitions

The term "furlough day" as used in this Agreement refers to a day on which an employee is normally scheduled to work, or is in a paid status, that is taken as an unpaid day off.

The term "furlough period" as used in this Agreement refers to the scheduled time in which furlough day(s) occur.

The term "pay status" as used in this Agreement refers to the time in which an employee is actually working or is on paid leave.

Furlough Days

- a. All **Classified Managers** and **Classified Confidential** employees shall be furloughed for a total of (12) days during the 2011-2012 school year. These days shall be taken in coordination with their immediate supervisor and taking into consideration the needs of the district.
- b. All **Administrators** shall be furloughed for a total of (11) days during the 2011-2012 school year. These days shall be taken in coordination with their immediate supervisor and taking into consideration the needs of the district.
- c. Campuses may be closed on furlough days at the discretion of the Superintendent/President.

- d. It is the intent of the parties that furlough days should be distributed as equally as possible across the term of this agreement and dependent upon business necessity.
- e. Furlough programs shall expire no later than June 30, 2012.
- f. At the end of the negotiated furlough period, the area Administrator shall ensure that all employees have taken the appropriate number of furlough days commensurate with the implemented salary reductions.
- g. The employee shall work with their immediate supervisor to schedule furlough days for the remainder of the school year. Attempts will be made to designate these days immediately in order to allow planning and as much notice as possible.

Employee Salary Rates and Schedules

- a. Employees enrolled in CalPERS (generally CSEA and other classified employees) shall have their pay reduced from the actual pay period in which furlough days occur.
- b. Employees enrolled in CalSTRS (generally faculty and administrators) will have their annual pay reduced by the total number of furlough days equally throughout the remainder of the school year.
- c. Employees may not substitute vacation days, sick leave, compensatory time, or any other form of leave for furlough days. Furlough days are all unpaid.
- d. It is the intent of the District to avoid overtime during any furlough periods. Overtime must be authorized in advance.
- e. For hourly (non-exempt) employees, furlough days do not count as time worked for determining overtime in the workweek.
 - I. All hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of one and one-half times his/her hourly straight time rate.
 - II. In the event an employee is scheduled to work outside of their normal five-day workweek as a result of observing a furlough day, such time shall be considered call-back pursuant to Article 15, section 15.4.

Work Jurisdiction

During the period of the furlough, the number of student assistant hours and the number of administrators in a department shall not be increased for the purpose of performing bargaining unit work.

Impact of Furlough Programs on Benefits and Retirement

Furlough Programs shall not adversely affect an employee's anniversary date or seniority credit or create a break-in-service. Furlough Programs shall not impact the accrual of vacation and sick leave or the payment of health, dental or vision benefits.

Exemptions from Furloughs

The Furlough Program does not apply to employees who are on a leave of absence without pay or on military leave.

There will also be answers to frequently asked questions (FAQs) posted on the IVC HR website. If you have additional questions – just ask! Feel free to contact your immediate supervisor or the Human Resources Office