



**Queen  
Anne's  
County**

**DEPARTMENT OF HUMAN RESOURCES**

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**County Commissioners:**

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Carol R. Fordonski - District 4

**TO:** Queen Anne's County Commissioners

**FROM:** Beverly A. Churchill *BAC*  
Director, Human Resources

**DATE:** June 1, 2010

**ACTION ITEM**

**SUBJECT:** Furlough Days – FY 11

Pursuant to Resolution Number 10-11 the attached Furlough Plan has been developed for fiscal year 2011 for Queen Anne's County Employees.

The estimated County-wide impact of the Furlough plan is \$551,557 to salaries and benefits for the full-time employees. It is also anticipated that the County will experience a savings in energy costs from closing buildings.

The furlough plan involves five eight-hour furlough days for classified full-time employees, will be prorated for classified part-time employees; seven eight-hour days for professional and executive employees in grades 1 and 2 and any other department heads in the classified service; and ten days for professional and executive employees in grades 3 and 4.

The recognized furlough days are listed below and County services will be closed except for public safety:

Friday, September 3, 2010

Monday, April 25, 2011

Wednesday, November 24, 2010

Friday, May 27, 2011

Thursday, December 23, 2010

In addition, it is recommended that the Vacation Payout Program be suspended effective July 1, 2010.

**Motion -**

I move that we accept the Furlough Plan as written to include the suspension of the Vacation Payout Program.

## QUEEN ANNE'S COUNTY FURLOUGH PLAN – FISCAL YEAR 2011

### Required Furloughs

The following guidelines have been established for employees to take required furloughs due to the financial challenges facing the County. The sacrifice the employees are making on behalf of the County is genuinely appreciated.

1. Full-time employees shall be provided administrative leave for the respective furlough days and shall be subject to a temporary salary payroll deduction equal to the amount of the furlough days over the course of the fiscal year. Overtime and fringe benefits will be based on the appropriate legislated salary schedule contained in the Salary Scale for the Fiscal Year 2010; such benefits shall be calculated with regard to that legislated schedule, not subject to the temporary reduction. Classified part-time employees will be prorated based on their percentage and contractual employees scheduled to work on these days will be furloughed and neither will be subject to the administrative leave procedure.
2. It is recognized that closing for consecutive days is not feasible for all affected employees due to the nature of the employee's work and therefore an alternate plan to ensure that the County meets operational needs and continues to provide essential services throughout the fiscal year has been developed. Under the alternate plan the equivalent administrative leave time may be taken at another time during the fiscal year as approved by the supervisor/director and prorated for part-time employees. This time can be taken at a minimum of one hour increments which will be tracked through payroll. Examples of departments affected by the alternate plan include the Department of Corrections, Sanitary District, Department of Emergency Services and Office of the Sheriff. Also the additional days above the recognized days assigned to professional, executives, chiefs and department heads/directors will be taken using the alternate plan. Any other exceptions must be approved in advance by the County Administrator.
3. Employees in the classified service are not permitted to work on furlough days. This includes responding to e-mails, answering blackberries, etc. as this is considered work time. Should an

emergency/urgent situation arise, and the employee be required to work by their supervisor, they will be compensated in accordance with the Human Resources Ordinance and shall be required to make up any missed furlough time.

4. Employees working shifts greater than eight hours may make up the extra work hours within the pay week, use leave time to make up the hours, or take voluntary furlough time as outlined below.
5. County notices of closure due to furlough days via e-mail, voice mail, website, postings, etc. will communicate the following message "Furlough Day – County Services Closed, Date of Closure".
6. Furlough time (administrative time) shall be indicated on time sheets for full-time and part-time employees as directed by the Department of Budget and Finance.
7. Employees separating employment during the fiscal year will follow the Separation of Employment policy. Vacation time will be paid out at the legislative salary level. There is no obligation on either party regarding the temporary salary reduction.
8. The Vacation Payout Program is suspended effective July 1, 2010.

### Voluntary Furloughs

The following guidelines have been established to provide a mechanism for employees to take furlough time on a voluntary basis to assist the County through these challenging financial times. Any time that employees voluntarily give to the County is sincerely valued.

1. Employees interested in taking voluntary furlough time must schedule the time off and obtain prior approval from their department head/supervisor following the normal departmental approval process. Call outs are not permitted for voluntary furlough time in order to maintain appropriate attendance and staffing levels for departments.
2. By virtue of this Furlough Plan, voluntary furlough time that is approved by department heads/supervisors is automatically approved by the County Administrator and therefore in compliance with Section 27-91 J of the Human Resource Ordinance.

3. Voluntary furlough time may be taken in a minimum of four hour increments.
4. The use of voluntary furlough time will not negatively impact Perfect Attendance.
5. Should employees be required to take required furlough time using the alternate plan outlined above (that is mandatory furlough days whereby the employee has the choice of when to take the time off) these days must be taken first over voluntary furlough time.
6. Employees taking voluntary furlough time should have sufficient paid hours to cover benefit deductions.
7. Voluntary furlough time shall be indicated on time sheets for full-time and part-time employees as directed by the Department of Budget and Finance.
8. Employees are reminded that they have to take personal days by the end of the calendar year and the maximum vacation hours that may carry over to January is 520 hours.
9. The Department of Budget and Finance and the Department of Human Resources will cooperatively track voluntary furlough time.