

Furlough Day Q/A

Frederick County Public Schools

- 1. What is a furlough day?** It is an unpaid day off. That is, it's a temporary non-duty, non-pay status day. An employee who is on a furlough day does not report to work and does not receive pay for that particular day.
- 2. Why are certain FCPS employees getting a furlough day?** FCTA, FASSE and the Board agreed to have bargaining unit employees take a furlough day in order to fund a step increase effective October 1, 2012 for eligible support employees and teachers.
- 3. Who are the employees who will be get a furlough day?** Support employees who work 189 days or more, senior executive secretaries, the Superintendent's executive assistant, FCPS'paralegal, plus all teachers regardless of their work year will get a furlough day. In this Q/A, these groups will be referred to as "impacted employees." Note: Non-benefited *employees who are paid on a time sheet don't get a furlough day.*
- 4. May an impacted employee elect to work on the designated furlough day and not lose a day of pay?** No. Participation in the furlough day is not optional.
- 5. Why won't Administrative, Management, and Technical employees and the Administrators and Supervisors get furloughed a day?** These employee groups did not receive a step increase on October 1st. This group had their step increment occur later, on December 1, 2012.
- 6. Will an employee on a paid leave of absence, including authorized paid FMLA leave, be furloughed?** Yes. All impacted employees who are active or on paid leave status will get a furlough day. The only exception is employees on paid military leave.
- 7. Will employees hired after October 1, 2012 get a furlough day?** Yes. All impacted employees on payroll on or before June 15, 2013 will get a furlough.
- 8. Will part-time employees get a furlough day?** Yes. If your regular work year is 189 days or more then you will get a furlough day. Part-time employees are required to take one furlough day equivalent to your FTE. FTE means "full time equivalent." *Sample FTEs include 1.0, .9, .7, .5 etc.*
- 9. How many hours of pay are deducted for a full time 1.0 employee?** We'll deduct pay for the exact number of hours you'd normally work on your furlough day. *Example: Employees who work 7 hours per day will be furloughed for 7 hours.*
- 10. Can a support employee work overtime in a week in which the employee takes a furlough day?** Yes, but only if the employee actually works on site for more than 40 hours during the week.

- 11. When will the furlough day be reflected in employee paychecks?** Half of the deduction will occur on the May 31st paycheck and the second half of the deduction will occur on the June 15 paycheck. This will reduce the impact of the loss of the one day of pay as the deduction is scheduled to occur over two pay periods.
- 12. Will the furlough day have any impact on my retirement benefits?** No. Furloughs do not impact retirement benefits. Furlough time is included in the calculation of earnable compensation and service credits.
- 13. Will my leave accrual rate be affected by the furlough?** No. The furlough will not have any impact on how you earn leave nor will a day of personal, sick, or vacation leave be deducted from your account.
- 14. Will FCPS secure a substitute to cover my absence when I am not at work on my designated furlough day?** No. This would be costly to the system and would not yield the cost savings the furlough day is designed to generate.
- 15. It may be a problem to have our entire support staff off work on the same day. Is there any flexibility for scheduling my furlough day?** Yes, there may be flexibility for support employees. You may elect to schedule your furlough day between April 1 and June 30. You must seek your supervisor's approval before scheduling your furlough day.
- 16. If an employee elects to take their furlough between April 1 and June 30 instead of on the day following the last student day how is this leave processed and reported?** The employee completes a Leave Form and writes FURLOUGH DAY across the top of the form. The date of the absence is entered on the *Leave Without Pay* line. The school/worksites code the day on the Exception Register as FUR. The form is processed along with the other Leave Forms for that pay period. NOTE: These employees must report to work on the day following the last student day.
- 17. Do employees furloughed on the day following the last student instructional day submit a Leave Form?** No. That is not necessary. Leave for all teachers, instructional assistants and special education assistants at the school locations will be populated for efficiency. The Leave Register preparer and approver should carefully verify all FUR entries are correct on the automated register.
- 18. Can teachers, instructional assistants and special education assistants have this flexibility as described in questions 15?** No. The targeted furlough day for teachers, instructional assistants, and special education has been designated as the day after the students' last instructional day. That day was selected because no students are in the building so direct service to the children will not be impacted.

- 19. There are “checkout” procedures that teachers usually tend to on their last work day when students have gone. Will teachers receive direction from their principals on how this process will be handled?** Yes. The instructional directors will work with building level administrators to outline optional procedures for the “check out”. These directions will be shared with FCTA.
- 20. Is there an impact on students when employees are furloughed for a day?** No. The system identified furlough day is a day when students will not be in school.
- 21. What is the budget impact of the furlough day?** It is expected to yield FCPS a salary savings of over 1 million dollars.
- 22. Will taking a furlough day be an ongoing occurrence?** At this time a furlough day is scheduled only for the 2012-13 school year. The scheduling of furlough days in the future would determine by the negotiations process.

FCTA Related Language

The Board agrees to the implementation of one furlough day for teachers on the last teacher work day of the 2012-13 school year in order to provide an increment to eligible employees on October 1, 2012 payable on the October 15, 2012 paycheck per the attached teacher salary scales.

FASSE Related Language

A step increase for all eligible employees effective October 1, 2012 payable on the October 15 paycheck using savings gained from one furlough day on the last teacher work day of the 2012-13 school year for support employees working a 189-day work year or more.

AMT and FCASA

These groups are NOT subject to furlough as their increment was not implemented until December 1, 2012.

Source: Paula Lawton, Executive Director
Human Resources