
MANAGEMENT DIRECTIVE

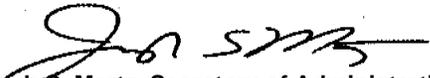
505.1
Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Employee Furlough Policy

By Direction Of:


Joseph S. Martz, Secretary of Administration

Date:

February 16, 2006

Furloughs of employees must be accomplished in accordance with applicable collective bargaining agreements and memoranda of understanding, the *Civil Service Act*, and the *Personnel Rules*. To ensure that these requirements are fulfilled, agencies must provide specific information to the Secretary of Administration prior to implementing a furlough. This amendment contains minor revisions.

1. PURPOSE. This directive clarifies and implements policy concerning the furlough of employees from state agencies under the Governor's jurisdiction. It assigns responsibility for the coordination of furloughs to the Office of Administration.

2. POLICY. Major organizational, program, and funding changes occur which may result in work force reductions in various organizations and geographic locations. Such reductions shall be accomplished in accordance with the provisions of applicable collective bargaining agreements and memoranda of understanding; *Section 802, Civil Service Act of August 5, 1941, P.L. 752, as amended; 4 Pa. Code, Section 101.1; Management Directive 505.7, Personnel Rules, and M580.2, Furlough of Classified Service Employees Not Covered by Labor Agreements.*

3. RESPONSIBILITIES.

a. Agency heads should consult with the Secretary of Administration prior to notifying employees or their representatives of a proposed furlough.

b. The Secretary of Administration will provide direction and assistance to agencies contemplating work force reductions.

c. The Bureau of State Employment will direct efforts to place affected employees in positions in other state agencies to comply with the provisions of applicable collective bargaining agreements and to avoid unnecessary unemployment compensation costs and individual hardships.

d. The Bureaus of Equal Employment Opportunity and Labor Relations will assist in efforts to identify potentially disproportionate adverse effects upon progress achieved in the utilization of minorities and women.

4. PROCEDURES.

a. Prior to furloughing any employee, agencies will:

- (1) Use, SAP R3 Reporting or IRIS (Interim Reporting Information System), or any subsequent electronic information-producing software, to produce a list identifying the number of employees by race/sex and bargaining unit in the bureaus affected by furlough within a given seniority unit.

(2) Provide the Secretary of Administration with:

- (a) Explanation of need for furlough.
- (b) Anticipated date of furlough.
- (c) Organizational and geographic locations of anticipated furloughs.
- (d) Method of selecting employees to be furloughed:

1 Number of represented employees furloughed (i.e. employees furloughed under provisions of collective bargaining agreements or memoranda of understanding), designated by civil service and non-civil service – cite appropriate documents and provisions.

2 Number of non-represented civil service employees furloughed under the provisions of the *Civil Service Act* – cite appropriate provision(s).

3 Number of non-represented non-civil service employees furloughed – cite method of selection for furlough.

- (e) Report of furlough impact by race and sex not less than 15 calendar days before the scheduled furlough date to reflect the projected impact upon minorities and women. Projected impact is to be based upon the assumption that all affected employees who are able to bump will do so. Forward one copy of the report to the Bureau of Equal Employment Opportunity, Room 222, Finance Building.

- b. Use SAP R3 Reporting or IRIS, or any subsequent information-producing software, to produce a list identifying the number of employees (PRE and POST) by race and sex in the bureaus affected by furlough within a given seniority unit, not later than 15 calendar days after the effective date of furlough to assess the actual impact of furlough.

This directive replaces, in its entirety, *Management Directive 505.1* dated September 11, 1996.