



Weber County Human Resources Policy 2-800

Employee Furlough

I. Overview

This policy provides the framework for the implementation of an employee furlough plan if the County experiences a lack of appropriations or lack of work due to circumstances beyond the control of Weber County. Employees are strictly prohibited from performing any work during the furlough period. This includes checking work-related email and voicemail.

II. Policy

Weber County recognizes that circumstances beyond our control may necessitate having to furlough employees. If the County experiences a loss of revenue or lack of work, the Comptroller will consult with Human Resources and the County Commission regarding the need for an employee furlough plan. The Commission in consultation with department heads and the Human Resources Director will designate those positions impacted by the employee furlough. The impacts of a furlough on employee benefits, as stated below, may be changed at any time. Additionally, requirements found in laws or benefit provider policies supersede any contrary provisions of this policy.

III. Procedures

A. Furlough Definitions

1. An employee furlough is an unpaid leave of absence from work for a specified period of time.
2. The County Commission will set forth the furlough time and the period it must be taken.
3. Employees are not permitted to perform work for the County when taking employee furlough time; including answering emails or voicemail messages.
4. Employees may not use accrued paid leave during periods of an employee furlough.
5. The County Commission may extend, modify or cancel a furlough plan after consultation with the Comptroller and the Human Resources Director, in accordance with this policy.
6. Employees may not volunteer to do what the county otherwise pays them to do on a scheduled employee furlough day.

B. The Employee Furlough Plan

1. When initiating a furlough, a County department, division or elected official may designate and request the classifications to be furloughed, subject to review by the Human Resources Director.

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2. Furloughs will be applied equitably to all classifications within a division, beginning with all temporary, seasonal, part-time and probationary workers, followed with full time employees. Full time employees in each designated classification will be rank ordered, from high to low, on the basis of their seniority.
3. After approval from the County Commission, human resources will provide employees written notice of an employee furlough. The notice will provide the reason for the furlough, the effective date of the furlough and the time period covered by the furlough.
4. Furloughs will not last longer than three months. If funding or normal County operations have not resumed prior to the expiration of a three month period, the impacted employees will be notified of a reduction in force.

C. Pay and Benefits During an Employee Furlough Period

1. An employee will not receive pay during a furlough.
2. An employee will not receive retirement service-credit during a furlough.
3. Employees will continue to accrue vacation and sick leave at their regular rate during a furlough and will continue with their service date. The accrual of leave will not qualify towards hours worked for FMLA.
4. Employees who are out of work for other reasons during an employee furlough will be notified and converted to furlough status.
5. Employees may maintain their current health care, dental care and life insurance benefits if they pay their portion of premiums during the furlough period.

D. Unemployment Insurance

1. Eligibility for unemployment insurance benefits is determined by Utah's Unemployment Compensation Division.

E. Non-Grievable Decision

1. An employee may not grieve the decision to furlough positions.

DATED this 10 day of April, 2020.

BOARD OF COUNTY COMMISSIONERS OF
WEBER COUNTY:



Gage Froerer, Chair

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ATTEST:

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4/13/2020

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Weber County Clerk/Auditor

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Approved as to form and legality:

Courtlan Erickson

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