

## **Questions and Answers**

### **Temporary Layoffs (Temporary Reduction in Work Hours) for Non-represented Employees**

A “temporary layoff” includes reducing the number of hours an employee is scheduled to work **OR** furloughing the employee (per WAC 357-46-063). If you are a non-represented employee, this document has been prepared to answer your questions in the event your agency must implement a temporary layoff by temporarily reducing your work hours until a budget is enacted for the 2017–19 biennium.

**1. Why are my work hours being temporarily reduced beginning July 1, 2017?**

Agencies do not have the authority to pay you unless the state has an enacted 2017–19 operating, or capital budget which funds staff positions, beginning July 1, 2017. You will only receive pay for work hours for which you are scheduled to work.

**2. What is the basis for the temporary reduction in work hours?**

The basis for the temporary reduction in work hours is lack of funds. The temporary reduction in work hours is in accordance with the civil service rules on temporary layoff.

**3. Are there any exceptions to the temporary reduction in work hours?**

Yes, the state is determining exceptions, using the following criteria:

- Services funded from non-appropriated funds.
- Services that are mandated by the Washington state constitution, despite lack of an appropriation.
- Services that are mandated by federal law, despite lack of an appropriation.
- Services that are funded from the 2017–19 transportation budget passed by the legislature during the regular legislative session.

**4. When will the temporary reduction in work hours’ end?**

The duration is unknown. Once the state has an enacted 2017–19 budget that funds your position, you will return to work on your next scheduled work shift.

**5. How will I know when the temporary reduction in work hours is over?**

The state has set up a website and toll free number to let all employees know when the temporary layoff will end and state employees should return to or full work schedule.

- Website: [www.ofm.wa.gov/contingency](http://www.ofm.wa.gov/contingency)
- Olympia local number: (360) 725-0217
- Toll free number: (877) 264-2952

**6. What if I am scheduled to be on paid leave during the temporary reduction in work hours?**

If you are scheduled to be on approved paid leave during the temporary reduction in work hours, your leave approval is rescinded. During a temporary layoff, taking paid leave for the work hours that have been reduced is not permitted. You will not receive pay for your non work hours.

**7. Will my seniority, anniversary or unbroken service dates be affected?**

No, the temporary reduction in work hours will not affect your seniority, anniversary or unbroken service dates.

**8. Will my leave accruals be affected?**

The temporary reduction in work hours will not be considered time in pay status for the purpose of leave accruals. Therefore:

- Full-time employees' accruals may be affected depending on the duration of the temporary reduction in work hours) (full-time employees must be in pay status for at least 80 non-overtime hours in the month to earn an accrual).
- Part time employees earn leave on a pro-rata basis so the temporary reduction in work hours) will affect leave accrual amounts.

**9. Will my holiday pay be affected?**

Yes, time spent on temporary layoff will not be considered time in pay status for the purpose of holiday compensation.

**10. Can I bump another employee or go on a layoff list if my work hours are temporarily reduced?**

No, you cannot bump into any other position and you cannot be placed on any layoff lists.

**11. Can I be paid for any of my leave balances?**

No, you cannot be paid for any leave balances because the temporary reduction in work hours is due to a lack of funds.

**12. How will the temporary reduction in work hours affect my health care coverage?**

Your PEBB benefits (which include medical, dental, life and long-term disability) will continue during July as long as you are in pay status for at least eight hours before the end of the month.

**13. Will I be eligible to collect unemployment?**

If the temporary reduction in work hours extends beyond one week, you may be eligible for unemployment compensation.

**14. How will the temporary reduction in work hours affect me if I am an overtime-exempt employee?**

If you return to work from the temporary reduction in work hours after the start of your workweek, you are eligible for overtime if you work more than 40 hours in that workweek. You must not work more than your scheduled work hours during that workweek without prior approval from your supervisor, and you must complete a time and attendance form for the workweek.

**15. What kinds of activities are considered “work” that I need to avoid during the work hours that have been temporarily reduced?**

You should not read or send emails, listen or send voice mails or read or send text messages.