

Questions and Answers
Temporary Layoffs (Furloughs) 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 placing you on a furlough until a budget is enacted for the 2017–19 biennium.

1. Why are we being furloughed 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 not receive pay for any workday for which you are furloughed.

2. What is the basis for the furlough?

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

3. Are there any exceptions to the furlough?

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 furlough 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 furlough is over?

The state has set up a website and toll free number to let all employees know when temporarily laid off state employees should return to work.

- Website: 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 furlough?

If you are scheduled to be on approved paid leave during the furlough, your leave approval is rescinded. Taking paid leave during the furlough is not permitted. You will not receive pay for any workday for which you are furloughed.

7. What if I am scheduled to work a shift that begins June 30 and ends July 1?

You must cease working promptly at midnight on June 30, 2017, as your agency does not have the authority to pay you for work performed July 1, 2017.

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

No, the furlough will not affect your seniority, anniversary or unbroken service dates.

9. Will my leave accruals be affected?

Time spent furloughed 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 furlough (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 time spent furloughed will affect leave accrual amounts.

10. Will my holiday pay be affected?

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

11. Can I bump another employee or go on a layoff list if I am temporarily laid off (furloughed)?

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

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

No, you cannot be paid for any leave balances because the furlough is due to a lack of funds.

13. How will the furlough 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.

14. Will I be eligible to collect unemployment?

If the furlough extends beyond one week, you may be eligible for unemployment compensation.

15. How will the furlough affect me if I am an overtime-exempt employee?

If you return to work from the furlough 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.

16. What kinds of activities are considered “work” that I need to avoid when I am furloughed?

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

17. Can I be called back to work during the temporary layoff?

There is a possibility you will be called back to work during the temporary layoff. If this occurs, you will be compensated under the provisions of WAC 357-28-185. You will be returned to temporary layoff status upon completion of the work you were called back to perform.