

WHAT'S NEW...

FY09 BUDGET STRATEGIES

Closing the Gap



A few weeks ago, information was shared with City of Portsmouth employees that addressed proposed initiatives for making up an \$8.2 million budget shortfall. Those that would impact the employees, directly, were listed along with answers to some of the questions and concerns that employees might have.

Since there are some revisions and more details to share, here's an update on the status of the four initiatives as of **February 11, 2009**.

These initiatives are in effect, as adopted by Council on **February 10, 2009**:

- Two unpaid holidays for the remainder of the fiscal year for city employees
- Five-day employee furloughs

This initiative is currently being reviewed:

- Residual part-time hours and/or position eliminations

This initiative will be included on the **February 24, 2009** City Council Meeting Agenda

- Residual 3% pay reversal of FY 2009 pay increase received effective July 1, 2008.

Here are some Questions and Answers that will provide additional details.

Which city employees will be affected?

The initiatives will apply to all City of Portsmouth employees with the exception of sworn public safety personnel, E-911 dispatchers, EMS Paramedics, and staff of the constitutional offices.

Will any of the initiatives apply to City of Portsmouth retirees?

No. The cost of living adjustment (COLA) that retirees received in July will not be affected. The initiatives of this plan apply to current City of Portsmouth employees, only.

When will the pay for the two upcoming holidays be deducted from the paychecks?

The eight hours from Presidents' Day on **February 16th** will be deducted and reflected in the **March 6th** paycheck.

The eight hours from Memorial Day on **May 25th** will be deducted and reflected in the **June 12th** paycheck.

WHAT'S NEW...

FY09 BUDGET STRATEGIES Closing the Gap



Continued

When will the pay for the upcoming furlough days be deducted from the paychecks?

The Payroll Division has provided the schedule below. Here's an example of how to use it: An employee receives approval to take two furlough days on March 12th and March 13th. These days fall into the pay cycle that has an * asterisk below. The April 3rd paycheck will reflect the two days, or 16 hours, deducted from the pay.

PAY PERIODS COVERED

PAY DATES AFFECTED

Feb. 07–20, 2009	Mar. 06, 2009
Feb. 21–Mar. 06, 2009	Mar. 20, 2009
*Mar. 07–20, 2009	Apr. 03, 2009
Mar. 21–Apr. 03, 2009	Apr. 17, 2009
Apr. 04–17, 2009	May 01, 2009
Apr. 18–May 01, 2009	May 15, 2009
May 02–15, 2009	May 29, 2009
May 16–29, 2009	Jun. 12, 2009
May 30–Jun. 12, 2009	Jun. 26, 2009

When will the Furlough Policy take affect?

The Furlough Policy went into effect after the City Council's vote of approval on February 10th. Employees may schedule their five furlough days and begin to take them.

Can employees take furlough days in hour increments?

No. All furlough days must be taken as whole eight-hour days. Employees will not be allowed to take two hours, three hours, half-days, etc. when using furlough time. Employees who normally work 10 or 12-hour days will be furloughed for eight-hour days, as well.

Should employees complete the Annual Leave/Sick Leave form when scheduling furlough days?

No. Employees must complete a Request for Furlough Days form that should be submitted to your supervisor. These forms have been made available for every department. These forms are not to be submitted to Finance, but retained in the department for recordkeeping purposes.

What is the new deadline for taking the five furlough days?

Employees must have their furlough days approved and taken by June 12th.

WHAT'S NEW...

FY09 BUDGET STRATEGIES

Closing the Gap



Continued

How will Department Heads keep track of the furlough days that have been used for each employee of the department?

Furlough usage reports will be generated for each department and distributed to the Department Head. Department Heads will be responsible for monitoring the reports to ensure that all employees are on schedule for taking the five furlough days by the **June 12th** deadline.

Can employees take all of the five furlough days together?

Employees must receive approval from their supervisors in order to take the five furlough days consecutively. Prior approval is necessary in order for the Department Heads to coordinate staffing that maintains the effective operation of the department.

How will these unpaid holidays and furlough days impact an employee's exempt status?

Exempt employees must be treated as non-exempt employees in any week that an unpaid holiday or furlough day is taken and they cannot work over 32 hours for that week.

