

## Information and Educational Technology (IET)

### Campus Closures and Furlough Plan for Non-Represented Staff

September 30, 2009

#### **Overview and Summary**

The following IET furlough plan is an attempt to coordinate the scheduling of furlough days beyond the days of campus closure. This plan will be piloted for a three-month period ending December 31, 2009, at which time the effectiveness of the plan will be assessed and a decision made to continue, modify, or abandon.

This plan applies to non-represented staff. Salary savings programs for represented staff have been announced and are separate from the furlough planning.

In addition to taking furlough on campus closure days, IET will target Fridays as additional furlough days to the maximum extent possible.

#### **Rationale**

- Service statistics reveal that there is less demand for IET services on Fridays
- Targeting Fridays as furlough days will increase the predictability of absences and minimize disruption to collaborative activities within IET and between IET and other campus units.
- A predominant number of university holidays fall on Mondays, so targeting Fridays as furlough days will extend a number of holiday weekends as well as normal weekends.

#### **Exceptions**

A limited number of exceptions will be needed to support campus services determined to be essential by the Vice Provost. Every effort will be made to equitably distribute the workload resulting from unavoidable exceptions, including the increased use of flex schedules. Management will work to minimize the impact of campus furloughs and the IET Furlough Friday plan on reasonable vacation time. Unit heads are delegated the authority to approve exceptions.

#### **Service Assumptions**

Although this plan and other efforts attempt to mitigate the impact of furloughs, they will inevitably impact the delivery of IET services. IET will closely monitor these impacts and make adjustments as possible.

#### **Operational Considerations**

Furlough days should be requested in advance, for review and approval by supervisors (and department heads as needed) in the same way as vacation days. Staff called into work because of operational necessity on furlough days will not count such days as furlough.

#### **Questions & Comments**

IET staff are encouraged to contact their directors with any questions or comments about this program. Feedback from community members should be addressed to [vpriet-info@ucdavis.edu](mailto:vpriet-info@ucdavis.edu).