

Request for Department of Personnel and Budget Division Exception to Furlough Implementation

Executive branch agencies must receive prior approval from Department of Personnel and the Budget Division for an exception to the implementation of furloughs in accordance with the emergency regulation adopted on July 1, 2011. This includes requesting approval of an alternative plan to using the minimum quarterly total usage of unpaid furlough leave and paying overtime, call back pay, added regular pay, and standby pay in the same pay period as unpaid furlough. The *Request for Department of Personnel and Budget Division Exception to Furlough Implementation* form must be used to request this exception and approved by both Department of Personnel and the Budget Division. The completed form should be routed to Department of Personnel. Once Department of Personnel completes their review, they will route all approved forms to the Budget Division.

Agencies should allow 7-10 business days for a final determination by Department of Personnel and the Budget Division. Department of Personnel reviews requests to ensure agencies are in compliance with personnel rules and regulations established by Nevada Revised Statutes or the Fair Labor Standards Act. They also verify the request is technically correct. The Budget Division reviews the budgetary impact of the request.

Below is a description of the information required in each section of the form.

Header:

The header consists of the agency name, budget account, and information regarding the requested position(s). **Agencies must fill out a form for each class code** and may group positions on a request as long as all the information on the form applies to all the positions. Position control numbers (PCN) must be supplied with the request. Multiple PCNs may be included for a class code and if needed, agencies can attach a list of affected PCNs.

The legislatively approved class codes must be used on the request form, not the current incumbent's class code. In other words, the PSMT class code should be referenced.

Exception to Minimum Quarterly Usage, Overtime, Standby Pay, Call Back Pay, and/or Added Regular Pay:

Indicate which exception applies to the request.

- Quarterly Furlough Usage - An exception must be requested for an employee who will take less than the minimal required unpaid furlough leave per quarter. The regulations indicate employees must take a minimum of 12 hours of unpaid furlough leave by September 30th, 24 hours of unpaid furlough leave by December 31st, 36 hours of unpaid furlough by March 31st, and 48 hours of unpaid furlough leave by June 30th.
- Overtime Compensation - An exception must be requested for overtime/comp-time occurring in the same pay period as unpaid furlough leave. **In no case will overtime/comp-time be granted in the same pay week as the unpaid furlough leave.**

- Standby Compensation and Call Back Compensation - An exception must be requested for Standby pay and/or Call Back pay in the same pay period or pay week as unpaid furlough leave.
- Added Regular Time (Part-time Employees only) – An exception must be requested for Added Regular Time when a part-time employee takes furlough leave and subsequently needs to work additional hours within the same pay period. A full-time employee is not eligible for Added Regular Time.

Please review the Department of Personnel’s website for Furlough Updates Frequently Asked Questions for examples of these types of situations. The Frequently Asked Questions have been updated to reflect SB 505. No matter the exception requested, full-time employees must still take 48 hours of furlough leave by the end of the fiscal year.

Effective and Expiration Date:

Indicate the start and end date for the exception request.

Main Purpose of the Position:

Briefly describe the main purpose of the position(s), including primary duties.

Describe agency’s plan to reduce overall budget costs:

Provide the agency’s alternative plan to the implementation of furloughs pursuant to the regulations approved by the Personnel Commission and the Governor. Attach any additional information to illustrate the plan and projected overall budget savings of the plan to meet the furlough savings.

Reason for Request & Consequences:

Provide the reason for the exception and potential impact if the exception is not approved.

Funding Source:

Provide the percentage of funding source for the position(s).

Agency Director Approval:

All requests must be approved by the agency’s director before being submitted to the Budget Division.