

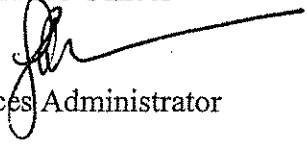


Howard County

Internal Memorandum

SUBJECT: Council Testimony and Fiscal Impact
Statement – Council Resolution No. 24-2009

To: Lonnie Robbins
Chief Administrative Officer

From: L. Todd Allen 
Human Resources Administrator

Date: April 30, 2009

The Administration is seeking Council approval of Council Resolution No. 24-2009 that requests approval of a Furlough Plan, pursuant to Section 1.119 of the Howard County Code, in order to reduce the operating budget of the County because of an anticipated decrease in revenue.

The furlough plan involves four days of furlough for approximately 1,815 full-time, part-time, contingent and probationary employees, as identified in Section 3 the Furlough Plan, effective July 1, 2009. This will generate an estimated \$1,840,193 in savings in FY2010.

The administration requests that the following groups be excluded from the furlough plan:

- (a) 911 Dispatchers and Emergency Communications Operators;
- (b) Police Officers below the rank of Sergeant;
- (c) Firefighters below the rank of Captain; and
- (d) Correctional Officers

For the majority of the estimated 1,815 employees affected by the Furlough Plan, the County Executive has determined that closing County offices on December 28, 2009, December 29, 2009, December 30, 2009 and December 31, 2009 will be an efficient method of realizing the needed operating savings. Employees shall be provided administrative leave for those four days and shall be subject to a salary deduction equal to 1.5% over the course of the fiscal year. Overtime and all fringe benefits will be based on the appropriate legislated salary schedule contained in the Pay Plan and for Fiscal Year 2010 such benefits shall be calculated with regard to that legislated schedule, not subject to the 1.5% reduction.

The administration recognizes that closing for four consecutive days is not feasible for all affected employees due to the nature of the employee's work and the administration has created an alternate plan to ensure that the County meets operational needs and continues to provide essential services throughout the fiscal year. Under the alternate plan administrative leave days may be taken at another time during the fiscal year as approved by the Chief Administrative Officer and the employee will be subject to the 1.5% salary deduction for the fiscal year.

With either method of implementation, part-time employees shall be entitled to administrative leave days on a pro-rata basis. Finally, the operating budget has been reduced by 1.5% for those agencies who have contingent employees subject to the Plan. Accordingly, the appointing authority for those employees shall insure that contingent employees' hours or wages be reduced consistent with a 1.5% reduction in budgeted fund.

Members of Local 3085 may opt to take 4 furlough days during the year and the pay for the day will be deducted during the pay week during which the furlough day is taken. Members of Local 3085 who choose this option must do so in writing with the Office of Human Resources.

cc: Ray Wacks ✓
Jennifer Sager