

COUNTY OF SACRAMENTO
DEPARTMENT OF PERSONNEL SERVICES

Inter-Departmental Correspondence

Date: June 24, 2009

To: Agency Administrators
Department Directors

From: David Devine
Director of Personnel Services

Subject: **BUDGET DECISIONS IMPACTING SOME UNREPRESENTED POSITIONS**

As you know, the Board of Supervisors adopted the preliminary budget for Fiscal Year 2009/10 on June 17, 2009. Included in the budget were measures intended to help the County address its significant General Fund shortfall. Several of those measures directly impact the compensation and fringe benefits of your unrepresented employees in the Data Processing Professionals (028), Administrative (060), and Unrepresented (080) units. Those measures are:

- **Rescind Cost-of-Living Adjustment (COLA)**
In December 2006, the Board of Supervisors approved a five-year plan that gave unrepresented employees automatic cost-of-living increases each year. While the first three years of the plan have been implemented, the Board approved waiving COLA increases in FY 2009/10 for unrepresented employees in units 028, 060, and 080.
- **Enact 12 Furlough Days**
Beginning July 1, 2009, and effective through June 19, 2010, each full-time unrepresented employee in units 028, 060, and 080 will be required to take one unpaid furlough day per month. Employees will be required to use all furlough days by June 30, 2010. Employees who have received approval to have their work schedule reduced to less than full-time are not required to take furlough days.

For purposes of calculating employer and employee contributions to the Sacramento County Employees Retirement System (SCERS), and for purposes of calculating employee and employer contributions, service credits, and retirement benefits under SCERS, the furloughs will have no effect on the affected classifications.

Upon a declaration by any Department Director to the County Executive that it is not cost-effective to impose the furlough on otherwise effected employees who are assigned to work in a County institution which operates 24 hours per day, 7 days per week, those employees shall be exempt from the furlough requirements.

The Department of Personnel Services (DPS), in consultation with the County Counsel's Office, has developed guidelines and frequently asked questions (FAQs) regarding furloughs that the Board of Supervisors previously approved for unrepresented management and

management-parity employees. These guidelines and FAQs will be updated to include information specific to employees in units 028, 060, and 080. When these documents have been updated, DPS will send you a copy via email and will post the documents on its intranet site.

I would appreciate your assistance in distributing this memo to your unrepresented employees in units 028, 060 and 080 (see attached list). Should you have questions or would like additional information about these actions, please don't hesitate to contact me.

cc: Members, Board of Supervisors
County Executive
County Counsel
Chief Operations Officer
Human Resource Managers/Representatives