



WHATCOM COUNTY
EXECUTIVE ORDER 2009-06

Mandatory Unpaid Furloughs

WHEREAS, the County faces shrinking revenues, rising costs, and the diminishment of its necessary reserves causing an immediate need to impose mandatory unpaid furloughs during 2009 and 2010; and

WHEREAS, reducing expenditures for employees' compensation is certified by this Executive Order as an integral part of the County's expenditure reduction efforts;

NOW, THEREFORE, by virtue of the power vested in me by the Home Rule Charter for Whatcom County, I hereby order that the policy of Whatcom County pursuant to this executive order shall now be as outlined in the ATTACHED ADMINISTRATIVE GUIDELINES FOR "MANDATORY UNPAID FURLOUGHS."

Effective the 10th day of June, 2009.

Pete Kremen, Whatcom County Executive

Executive Order 2009-06
**MANDATORY UNPAID FURLOUGH
ADMINISTRATIVE GUIDELINES**
As of June 10, 2009

- Employees **MUST** continue to meet benefit thresholds.
- No requirement for employees to exhaust paid leave balances.
- Time off may be taken for full work days; however supervisors can approve use in as little as one-hour increments (except Group 1 non-represented employees).
- Critical work priorities for the County must continue to be met.
- Furlough hours will not be included for the purpose of determining overtime eligibility.
- Furloughs must create **NO** additional labor costs such as:
 - ✓ Extra help hours
 - ✓ Overtime
 - ✓ Out-of-class pay
 - ✓ Compensatory time
- Requires advance request on a Leave Request Form and supervisor approval by established timeframe.
- Pay type 794 or 803 (as appropriate) must be used on the Leave Request Form and timesheet to receive credit for the furlough.