

 <p style="text-align: center;"><b>ADMINISTRATIVE ORDER</b></p>	Approved By:  City Manager	No. #32
		<b>Effective Date:</b> 06/01/2020 <b>Revised:</b> N/A
<b>Subject: Staff Furlough Policy</b>		

**INTRODUCTION**

Pursuant to the City Manager’s authority as outlined in Chapter 34 of "The Highland Park Code of 1968, this Administrative Order is the City of Highland Park’s policy regarding the furlough of staff.

**PURPOSE**

The City of Highland Park strives to maintain fiscal stability as a core value of the City. Should a furlough of staff be necessary, this Policy provides guidelines regarding the handling of a furlough as designated by the City Manager.

**APPLICABILITY**

This Policy applies to staff placed on a furlough status as approved by the City Manager.

**DEFINITIONS**

1. “Staff” means City employees.
2. “Furlough Period” means the period of time the employee is placed on furlough status.

**DETERMINATION, NOTICE, AND SCHEDULING**

- A. Determination of Staff to be Furloughed. The decision to place a Staff member on furlough status must be approved by the City Manager. The City Manager, in consultation with the appropriate Department Director, may use any single or combination of factors to determine which Staff to furlough provided that the decision shall not be based upon a Staff member’s actual or perceived protected statuses.

Protected status are as follows:

- Race
  - Gender
  - Age
  - National origin
  - Disability
  - Religion
  - Sexual orientation
  - Veteran or military discharge status
  - Membership in any other legally protected category
- B. Notice. Affected Staff will be notified of a furlough as soon as practicable, however nothing in this Policy requires advance notice of affected Staff should advance notice not be possible or reasonable.
- C. Scheduling of Furlough Period. The Department Director of the affected Staff member will determine the scheduling of the furlough period.

### **COMPENSATION AND BENEFITS**

- A. Compensation. The Furlough Period shall be unpaid. Staff placed on furlough status are not allowed to substitute or use paid time off for the Furlough Period.
- B. Continuous Service. During a designated Furlough Period, continuous service for Staff will not be interrupted, and the time of the designated Furlough Period will not be deducted from the continuous service period.
- C. Vacation Accrual. During a designated Furlough Period, Staff entitled to Vacation time under Section 34.010 of the City Code will continue to accrue vacation time despite not being in pay status.
- D. Sick Leave and Personal Leave. During a designated Furlough Period, Staff entitled to Sick leave or Personal Leave under Section 34.009 of the City Code will continue to accrue sick and personal leave despite not being in pay status.
- E. Holidays. Should a designated City Holiday as defined under Section 34.007 of the City Code occurring during a Furlough Period, affected Staff will not receive pay for the Holiday or accrue the Holiday for future use.

### **RETURN FROM FURLOUGH**

Should Staff not return to work at the end of their designated Furlough Period they will be considered to have resigned their employment.

## **INTERPRETATION**

The City Manager has the final authority to interpret any aspect of this Policy and provide a final and binding decision.