



Division of Business Management
Bureau of Human Resource Services
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Dear _____

In August 2009, the Office of State Employment Relations (OSER) and the Bureau of Human Resource Services (BHRS) notified the State Engineering Association (SEA) members of impending layoffs. This notification was necessary due to the biennial budget bill which deleted funds from all agency budgets in the dollar amount equivalent of eight furlough days in each of the next two fiscal years. Due to the lack of a Memo of Understanding (MOU) between SEA and OSER on furlough implementation, the department must take action to decrease expenditures by the equivalent of these budget reductions. Although formal notice of temporary layoff is not required under the SEA collective bargaining agreement, this letter is being provided to you to inform you of your temporary layoff dates so you may plan accordingly.

The length of the temporary layoff for each SEA member has been established at nine (9) consecutive work days (13 consecutive calendar days) based on 100% FTE. The number of days will be prorated for less than full-time employees. This number was arrived at by determining the value of days on temporary layoff, as well as the State's potential liability for unemployment compensation. Your temporary layoff will occur on the following work days:

- **October 22-23, October 26-30, November 2-3, 2009**

During all three work weeks when your temporary layoff will occur, you will be required to change your schedule to eight (8) hours each day (or prorated by your FTE %). You will be required to enter your new schedule for these three weeks in TEAL and work any scheduled days accordingly. Any pre-approved annual leave during your temporary layoff will be canceled. Any pre-approved leave (absent a medical leave) during the weeks the department is implementing temporary layoffs may also be canceled due to operational needs. Employees should work with their supervisor to reschedule canceled leave. Employees are directed not to come to work or complete any work activities at home during their temporary layoff. In addition, the department's policy related to outside employment or secondary employment applies during this period of temporary layoff.

Although the SEA contract does not provide for "no loss of vacation and sick leave credits" during periods of temporary layoff, the Employer will not reduce these two benefits during your temporary layoff. This is consistent with how temporary layoffs were treated during the 2003-2005 biennium. In addition, these temporary layoffs will have no effect on your WRS earnings or creditable service. Treating benefits in this manner makes implementation of your temporary layoff somewhat more consistent with how furloughs are being administered for non-represented employees and for represented employees under their respective MOUs. This non-reduction of benefits applies only to those temporary layoffs imposed in lieu of furloughs.

There will also be no effect on your health insurance coverage during your temporary layoff. Your health insurance premiums are paid two months in advance. Due to the timing of when health insurance premiums are taken out of your pay check, you will not miss a health insurance deduction during your temporary layoff. If you have concerns about any payroll deductions during your temporary layoff, please contact your payroll coordinator.

It is unfortunate we must take this action and understand the burden this will place on you. These are difficult economic times and all department employees are being impacted by the budget reductions.

Sincerely,

Randy T. Sarver

Randy T. Sarver, Human Resources Program Officer

cc: personnel file