

**Department of Transportation
Guidelines for Supervisors/Managers for
Scheduling Temporary Layoffs for State Engineering Association (SEA) members**

Guidelines:

1. Number of temporary layoff days for each SEA member will be 9 consecutive days for each full time permanent employee (or prorated based on FTE percentage). This is as a result of potential unemployment compensation liability.
2. Temporary layoffs will be scheduled over a three-week period for each SEA employee, with the following provisions:
 - a. First week – Thursday and Friday
 - b. Second week – Monday through Friday
 - c. Third week – Monday and Tuesday
3. Temporary layoffs for all department SEA members will be staggered using one of the three below options.
 - Option A.**
 - **October 22-23, October 26-30, November 2-3**
 - Option B.**
 - **October 29-30, November 2-6, November 9-10**
 - Option C.**
 - **November 5-6, November 9-13, November 16-17**
4. Temporary layoffs should be scheduled with appropriate coverage and operational needs in mind. Temporary layoffs do not have to be scheduled by classification, work unit or seniority.
5. Temporary layoffs do not apply to employees in project project positions. Those employees are not represented by SEA. They are subject to the department's furlough implementation plan.
6. Employees will have their schedules changed during the three weeks of temporary layoff to be scheduled five 8-hour days (or prorated based on FTE percentage).
7. Employees cannot be in stand-by status or on call during times of temporary layoffs. Employees may not be contacted via telephone or email during their temporary layoff. Employees should be directed not to work during their temporary layoff.
8. Supervisors and managers should review pre-approved annual leave when assigning the temporary layoff option. Pre-approved annual leave may be canceled accordingly if a temporary layoff must be scheduled over that time.
9. Employees on Leave without Pay (LWOP) are also subject to temporary layoffs. Temporary layoffs may be scheduled during the employee's leave and may account for the full complement of temporary layoff days.
10. Temporary layoffs should not result in overtime for other employees who may need to work to cover for employees in temporary layoff status.
11. Supervisors and managers should select the Option (see above options) for each of their employees, which provides the dates of the temporary layoff. Divisions will indicate this on the "Temporary Layoff Schedule" spreadsheet which will be sent by BHRS.
12. **Completed spreadsheets must be returned to BHRS by October 1, 2009.** BHRS will tentatively send out temporary layoff letters to SEA employees (cc:ing supervisors) during the week of October 5th; letters will include notice of their schedule change to five 8-hr days (or prorated), the dates of their temporary layoffs, information on TEAL coding and information on health insurance premiums.

End.