

**Department of Transportation
Temporary Layoff Guidance for State Engineering Association (SEA) employees
Fiscal Year 2011 (June 20, 2010 – June 18, 2011)**

Background:

Temporary layoffs for all department SEA members will be assigned using one of the three below options.

Option A. July 8-9, July 12-16, July 19-20, 2010

Option B. August 19-20, August 23-27, August 30-31, 2010

Option C. October 7-8, October 11-15, October 18-19, 2010

Guidance:

1. SEA employees must use TEAL code 177 (Short Term Layoff) when coding their Temporary Layoff.
2. Temporary layoff letters for FY 2011 were mailed directly to the SEA employees' home addresses on June 2, 2010. Employees who do not receive their letters should contact BHRS to have a duplicate copy sent to them.
3. All SEA employees must change their Start/Stop hours in TEAL for the three weeks their temporary layoff is to occur regardless of any current approved alternate work schedule. The below table reflects the number of hours each SEA employee must follow and code on their TEAL for each day during the three weeks of their temporary layoff. Employees may wish to develop a new TEAL template to reflect the required schedule during the three weeks their temporary layoff occurs. Employees should work with their supervisors to receive approval for the actual Start/Stop hours for each day.

FTE %	Total Hours for Week	# of Hours Each Day for Temporary Layoff Weeks
100%	40	Monday through Friday – 8 hours each day
75%	30	Monday through Friday – 6 hours each day
65%	26	Monday through Friday – 5 hours, 12 minutes each day
60%	24	Monday through Friday – 4 hours, 48 minutes each day
50%	20	Monday through Friday – 4 hours each day

The following illustrates how a 60% employee would work and code their TEAL during their temporary layoff weeks:

Week One

- Monday – work 4 hours, 48 minutes
- Tuesday – work 4 hours, 48 minutes
- Wednesday – work 4 hours, 48 minutes
- Thursday and Friday – temporary layoff for 4 hours, 48 minutes each day

Week Two

- Monday – Friday – temporary layoff for 4 hours, 48 minutes each day

Week Three

- Monday and Tuesday – temporary layoff for 4 hours, 48 minutes each day
- Wednesday – work 4 hours, 48 minutes
- Thursday – work 4 hours, 48 minutes
- Friday – work 4 hours, 48 minutes

4. SEA employees may request approval from their supervisors for paid or unpaid leave the days immediately preceding or following their temporary layoff. Approvals will be granted based on operational needs.

5. Payroll deductions for employees on temporary layoff will be handled in the priority order established by the Department of Administration. Pre-tax deductions are the first priority followed by State, Federal, Social Security and Medicare taxes and then post tax deductions. (Pre- and post tax deductions are clearly listed on the pay check stubs – employees should review a pay check stub to see their individual deductions.)

Most employees will have enough salary dollars to pay the necessary pre-tax insurance premiums while on temporary layoff. However, some employees may not have enough salary dollars to cover large deductions such as pre-tax deferred compensation or Employee Reimbursement Accounts (ERA), or post tax credit union or child support payments.

The BHRS Payroll Section will watch for missed deductions which would cause a lapse in coverage, such as insurance premiums and/or ERA. Missed premiums will be collected upon return from short term layoff. Missed deductions not causing a lapse in coverage including, but not limited to, pre-tax deferred compensation, credit union, charity, post-tax parking, or union dues, will not be caught up and should be handled individually by each employee. Employees with child support, maintenance or other garnishments/wage assignments may also have to make arrangements to cover any missed payments so they do not go into arrears. The recommended option for child support payments not taken is to mail a personal check made payable to WI SCTF with the KIDS reference number enumerated on the check. The check should be mailed to:

WI SCTF
PO Box 74400
Milwaukee, WI 53274

6. SEA employees should consult the Department of Workforce Development's Web site for information and links about Unemployment Insurance: <http://www.dwd.state.wi.us/ui/>
7. The department's current policies and procedures related to outside work or secondary employment apply during periods of temporary or short term layoffs. Employees considering outside work or secondary employment should review and follow the following polices related to outside work or secondary employment:
 - a. Employee Handbook – Outside Employment Section
 - <http://dotnet/dbmsup/emphand/Conduct.htm> (scroll down to appropriate section)
 - b. Transportation Administrative Manual (TAM) Chapter 19 – Seeking External Employment
 - <http://dotnet.dot.state.wi.us/tam/tam19.htm>
 - c. Transportation Administrative Manual (TAM) Chapter 20 – Code of Ethics
 - <http://dotnet.dot.state.wi.us/tam/tam20.htm>
8. Due to a lack of a Memorandum of Understanding with the Office of State Employment Relations (OSER) on furlough implementation, SEA employees are expected to report to work on the department's designated furlough days during FY 2011 (October 11, 2010, November 26, 2010, etc). The buildings will be open to working employees on those days but closed to the public. Employees may also request use of paid annual leave on these designated furlough days if they wish.

End.