
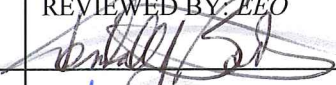
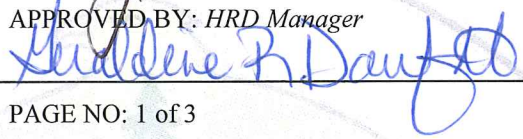


ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Furlough SOP	ORIGINATION DATE: July 13, 2015 REVISION DATE: January 11, 2016 EFFECTIVE DATE: After last signature
AUTHOR: HRD	AUTHORED BY: 	DATE: 1-21-16
DEPARTMENT: All	REVIEWED BY: EEO 	DATE 1-21-16
DIVISION: All	APPROVED BY: HRD Manager 	DATE: 1-21-16
EEO REFERENCE #: 2500	PAGE NO: 1 of 3	

1.0 PURPOSE

- 1.1 To provide guidance and direction for management when the Oneida Business Committee (OBC) deems furloughs necessary. *Note: A furlough is not a layoff.*

2.0 DEFINITIONS

- 2.1 Business Days: Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m., excluding Holidays.
- 2.2 Direct Report Level (DRL) Position: The highest level in the chain of command under the OBC and who is responsible for a Tribal Department and/or Division.
- 2.3 Furlough: Temporary, unpaid time off of work for a specified period of time.

3.0 WORK STANDARDS

General

- 3.1 The OBC will provide a directive, through resolution, to the appropriate DRL, identifying the beginning and ending dates of the furlough.
- 3.2 The OBC will notify the Human Resources Department (HRD) Manager and DRL of the specific goal of the directive (*e.g. reduce payroll by 10% in all applicable Divisions*).
- 3.3 DRL shall develop furlough plans for their respective areas in compliance with the Furlough Policy, resolution, and this work standard/procedure.
- 3.4 Employees cannot utilize paid time off while on furlough. (*e.g., vacation, personal, parental, funeral, etc.*).
- 3.5 Employees shall not be eligible to receive wage adjustments to compensate for a reduction of hours or increase in duties during a furlough.
- 3.6 Exempt employees must receive full days of pay; exempt employees cannot have partial days unpaid. However, exempt employees can volunteer for a reduction in

hours as long as the minimum salary threshold established by the Fair Labor Standards Act is maintained.

- 3.7 During a furlough, employees will continue to receive the following group benefits:
 - 3.7.1 Medical, Dental, Vision, and Short/Long Term Disability.
 - 3.7.1.1 If an employee's weekly payroll is not enough to cover the weekly deductions for the above benefits, the deductions will be covered by the Tribe.
- 3.8 During a furlough lasting longer than one week without pay, employee should contact HRD Employee Insurance to ensure continuation of the following individual voluntary benefits:
 - 3.8.1 Term Life, Whole Life, Accident, Critical Illness, Individual Short Term Disability, etc.

Furlough Plans

- 3.9 DRL will identify how employees will be selected for furlough on the Furlough Plan Form.
 - 3.9.1 In accordance with Article V of the Furlough Policy, *“Temporary employees shall be furloughed first, followed by employees who volunteer to be furloughed. All other employees shall then be eligible to be furloughed.”*
 - 3.9.1.1 After temporary employees and volunteers have been furloughed, other employees can be furloughed utilizing criteria such as, but not limited to: business need, certifications/licensing, even distribution, or years of service, etc.
 - 3.9.1.2 Furlough may not be used for disciplinary reasons.
 - 3.9.1.3 Indian preference may not be used in selecting employees for furlough.
 - 3.9.2 Ensure furlough volunteers understand the implications of their decision.
 - 3.9.2.1 For example: if an employee reduces their weekly hours from 40 to 25 hours a week, that may result in a status change from full-time to half-time and may result in changes to their benefit eligibility.
- 3.10 To reach a specific goal directed by the OBC, the DRL may choose from any of the following options:
 - 3.10.1 Furlough designated hours per person for non-exempt employees.
 - 3.10.2 Furlough designated days per person, not to exceed one week.

3.10.3 Furlough more than one week, not to exceed six total weeks.

NOTE: Any timeframe longer than six continuous weeks, use Layoff instead of furlough.

3.11 HRD will ensure the plan is within the law and this document prior to furlough being implemented.

3.12 Employees must be notified by their supervisor at least 5 business days prior to a furlough being implemented.

3.13 All furloughed hours must be documented by code in the Time and Attendance system.

4.0 PROCEDURES

4.1 Complete and submit Furlough Plan Form to the HRD Manager prior to implementation at least five business days prior to communicating the plan to employees, including:

4.1.1 Explanation of selection plan criteria

4.1.2 Schedule of dates of furlough

4.1.3 Employees affected

4.1.4 Summary of cost savings

4.2 Receive compliance review from HRD

4.3 Communicate furlough plan to employees five days prior to implementation.

4.3.1 Obtain signature (or note refusal) of employees affected.

4.3.2 Send signed plan to HRD Personnel File.

4.4 Implement the furlough

5.0 REFERENCES

5.1 Furlough Policy

6.0 FORMS

6.1 Furlough Plan Form

