TEMPORARY WORKFORCE REDUCTION POLICY OVERVIEW 2025

Application

- This specific overview applies to classified employees if agency workload and or funding is affected by a federal government shutdown.

Purpose

- Allows agencies to reduce employee's work hours or place employees in a non-working status on a temporary basis. These "furloughs" allow the agencies to reduce staff associated with the reduced workload or funding while also protecting certain employee benefits during the period of reduced hours or non-working status.

Considerations Prior to Implementation of a Temporary Workforce Reduction

- Determine if the entire agency or only specific work units will be affected. Designate which business functions are to be suspended.
- Within each work unit impacted, determine if the temporary reduction in force will be imposed as non-working status (i.e. furlough) or in the case of an employee who is partially funded by federal funds as a reduction in hours.
- Where multiple employees perform the same functions, an agency may determine if employees not impacted by the shutdown may volunteer to be considered for the TWFR status in lieu of an affected employee.

Identification of Employees to be Impacted

- Must be aligned with impacted work and funding based on agency business needs.
- Decisions must be non-discriminatory.
- Consider assessing if contracted services can be reduced or eliminated and if the hours of wage employees can be reduced or eliminated.

Employees' Salaries/Benefits

- Impacted employees' pay is reduced on a pro-rated basis that correlates to the percentage of time not worked. The employee may not use leave balances to supplement the reduced pay.
- State contributions to health and life insurance continue for those on reduced schedules or for those not working. Employees must pay their share of the health insurance premiums, regardless of their status.
- Employees receive full state service credit for the TWFR period.
- Annual leave is prorated based on time worked.

Employee Notification and Termination of Temporary Workforce Reduction

- Typically, agencies must provide a minimum of two weeks' notice to employees before placing them in TWFR. The two weeks' notice may be suspended when pressing funding reductions require immediate implementation.
- Business needs may change and schedules may be altered during the period as long as employees are made aware in advance.
- Employee must return to their original positions and schedules at the end of the TWFR period.

DHRM will provide additional guidance to each agency who utilizes the TWFR policy.