

FISCAL YEAR 1998-1999 VOLUNTARY COST SAVINGS PROGRAMS

POSITION PROCESSING INSTRUCTIONS

●**Reduced Workweek.** Position Hours field codes to be used are "V" if hours are reduced from full-time to part-time and "P" if hours are reduced from part-time to lesser part-time.

●**Flexible Position Staffing.** Alphabetical Position Number Suffix codes to be used are D (parent position), E and F instead of the standard S, A and B.

●**Unpaid Leave.** Place a "5" in the Position Status Field.

●**Sporadic days off.** No change to position file is required.

HUMAN RESOURCES PROCESSING

●**Reduced Workweek**

1. To start participation, submit Position Detail Records to the Bureau of Human Resources to reduce position hours. Attach the Application.
2. The Bureau of Human Resources will notify the department when this position change has been processed by the Bureau of the Budget. The department may then process a salary change as follows:

Screen	Codes
H0BU5	O - Voluntary Reduced Hours
UH1U1	G - Salary Change Q - Voluntary Reduction to Part-time
	Comment: Hours reduced from X to Y biweekly

●**Flexible Position Staffing**

1. To start participation, submit Position Detail Records to the Bureau of Human Resources to change one target position to job share, using Codes D, E and F and to freeze the other target position for the duration of the job share arrangement. Attach the applications.
2. The Bureau of Human Resources will notify the department when these position changes have been processed by the Bureau of the Budget. The department may then transfer the employees to the appropriate position numbers as follows:

Screen	Codes
HMHU1	45 - Internal Transfer
H0BU5	O - Voluntary Reduced Hours
UH1U1	E - Transfer Q - Voluntary Reduction to Part-time T - Voluntary Job Share

●**Unpaid Leave**

1. To start participation, submit Position Detail Records and Application to the Bureau of Human Resources to freeze the participant's position for the duration of the leave.
2. The Bureau of Human Resources will notify the department when the freeze action has been processed by the Bureau of the Budget. The department may then process the unpaid leave as follows:

Screen	Codes
H0BU6	O - Voluntary Unpaid Leave
UH1U1	R - Voluntary Unpaid Leave

●**Sporadic Days Off**

Submit application form and Voluntary Programs (Cost Savings) Worksheet to Bureau of Human Resources.

NOTE: Positions that are reduced in hours by participation in the Voluntary Cost Savings Program will be frozen at the reduced number of hours, and positions that become vacant as the result of unpaid leave will be frozen for the duration of the leave period. However, positions may be restored to previous levels of funding and temporarily vacated positions may be filled if this is in the best interest of the agency and the agency can identify an alternative savings. Alternative savings must be approved by the Bureau of the Budget.