

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

July 22, 1993

HUMAN RESOURCES MEMORANDUM 14-93

TO: Agency Heads, Personnel Managers, Directors of
Administrative Services

SUBJECT: Time Off Without Pay for MSEA and Confidential
Employees

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The purpose of this memorandum is to provide information and implementation instructions for the time off without pay provisions contained in collective bargaining agreements reached with the Maine State Employees Association (all units except law enforcement) and related changes for confidential employees.

**CLOSURES OF GOVERNMENT OFFICES
(Special Pay 19 - SHUTDOWN)**

1. General Information

MSEA and confidential employees will continue to take days off without pay in connection with the closure of government offices.

All affected employees will take ten (10) SHUTDOWN days during FY 93/94:

July 23	January 28
August 20	February 22
September 20	March 21
October 29	April 19
December 23	May 13

Five (5) SHUTDOWN days will be taken during FY 94/95:

July 22
August 19
October 31
December 23
February 21

SHUTDOWN pay transactions will be generated automatically for all MSEA and confidential employees for the pay periods in which these days fall. **Exception:** Teachers in the EUT's have been exempted from days off without pay by law and will not be processed for these days. Teachers in Baxter School will not be automatically processed differences with the school year calendar.

2. Rules for SHUTDOWN Time Usage

A "day" continues to be 1/10th of the authorized biweekly position hours, prior to the one hour per week reduction in hours, not to exceed 8 hours.

SHUTDOWN days worked by essential employees must be taken within 2 pay periods, rather than the one pay period time period that was in effect in previous years.

SHUTDOWN time counts as time worked for overtime.

3. Tracking SHUTDOWN Usage

Agencies will continue to receive reports of all automatically generated transactions. The entries may be viewed or deleted on the UTRU1 screen. Additional entries or changes must be entered using the normal T&A screen (HUEUS).

Exception reports will be generated immediately following payroll processing for pay periods in which these days fall. These reports will list all employees who have not been processed for a SHUTDOWN day during the pay period.

**DISCRETIONARY TIME OFF
(Special Pay 10, TEMPOFF)**

1. General Information

Discretionary days off without pay for administrative units D, H, and X are:

7 days in FY 93/94
5 days in FY 94/95

A "day" continues to be 1/10th of the authorized biweekly position hours, prior to the one hour per week reduction in hours, not to exceed 8 hours.

TEMPOFF time does not count as time worked for overtime.

2. TEMPOFF Hours Loaded on Employee Records

Reports will be distributed on Monday, July 26 that list all employees for whom annual discretionary target hours have been automatically loaded and all employees for whom manual entry is required.

The following criteria were used to select employees for whom hours have been automatically loaded:

- * Employment status = 1 (active)
- * Admin unit = D, H, X
- * Employment date must be current
- * Position type must not be seasonal (4,5,6), intermittent (3,6,9,C), project (7,8,9) or acting capacity (D,E)
- * Voluntary reduction in position hours must not be reduced from part time (P code for reduced hours)
- * Employee must not be redlined.

Agencies are requested to check this report to ensure that hours are correct for all employees. Changes or corrections must be entered on H0BU6 and supporting PER 110B's must be submitted to this Bureau by Friday, August 13.

3. Entering Hours for Employees Not Automatically Loaded

Agencies must enter target hours on H0BU6 for all active employees who owe time off but for whom target hours could not be loaded automatically. For example, targets must be entered for all seasonal, project and acting capacity employees.

4. Balances Carried Forward from FY 92/93

All employees should have completed their FY 92/93 obligations as of the end of that fiscal year. However, there may be a few isolated cases where employees have not yet completed their time, or employees took time off without pay during a pay cycle paid on or after July 1.

Any time off without pay owed for the previous fiscal year must be processed as TEMPOFF, and the employee's target hours must be advanced by the identical number of hours on H0BU6.

For example, if an employee in administrative unit B (professional and technical) must take 8 hours off to complete last year's obligation, that time must be processed as TEMPOFF during time and attendance processing. Since employees in this administrative unit are not required to take time off for this coming fiscal year, the employee's target hours will be advanced from zero to eight.

Reports will be distributed listing all employees with a positive balance due for FY 92/93. Agencies must use these reports to identify employees who owe time.

Reports will also be distributed that list all TEMPOFF time processed for any pay period paid on or after July 1, 1993.

Use these reports to identify employees who (1) owe time, and/or (2) have taken time off without pay during this fiscal year. Agencies must:

- * Advance target hours on HOBUE6 for any time owed, and
- * Advance target hours of HOBUE6 for any time taken this year to meet last year's obligations.

5. Prorating Annual Obligation

The annual obligation for discretionary days will be prorated for the following employees:

- A. Employees who enter or return to active employment status after July 1, 1993, except for return from unpaid leaves under the Voluntary Cost Savings Program.
- B. Employees for whom position hours change, except for reduced hours under the Voluntary Cost Savings Program.

Discretionary time off without pay will not be required of employees who come off redline during the year, or who promote into administrative unit D, H, or X during the year.

6. Calculating and Recording Prorated Hours

Agencies must complete Form PER 110B, "Discretionary Hours Worksheet for FY 1993-1994", whenever employment conditions require proration of discretionary time, and Form PER 111.

Copies of Form 110B and PER 111 will be distributed to all agencies as soon as they are available.

6. Tracking Usage of Discretionary Time Off

The following table lists total days required, the minimum number of days that must be taken by certain dates, and the maximum number of days that can be carried forward beyond those target days.

INTERMEDIATE TARGETS

<u>Units</u>	<u>Days</u>	<u>Dates</u>	<u>Days Taken</u>	<u>Carry Forward</u>
<u>1993/1994</u>	7	Jan 1	3 days	4 days
		Apr 1	5 days	2 days
		Jun 1	7 days	0 days
<u>1994/1995</u>	5	Jan 1	2 days	3 days
		Apr 1	4 days	1 days
		Jun 1	5 days	0 days

REDUCED WORKWEEK1. General Information

The reduced workweek schedules currently in effect will continue for all employees for all of FY 93/94 and will continue until October 1, 1994. In the event that an employee is normally scheduled to take this time off on the day that a SHUTDOWN or TEMPOFF day is to be taken, the employee must reschedule this time to another day during the week.

The calculation for REDUCEWK will be changed to exclude scheduled overtime and nonstandard differential and the new rates will be loaded into employee records during the weekend of July 23 for all employees with active scheduled overtime or nonstandard payments.

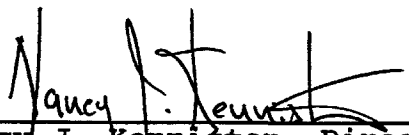
ENCLOSURES

Enclosed with this memorandum are calendars for Cycle A agencies and Cycle B agencies, indicating all holidays and SHUTDOWN days for the next fiscal year, as well as all pay days. These calendars can be used by employees to schedule discretionary days off. Please note that, by separate law, the pay dates indicated on these calendars for June 22 (Cycle A) and June 29 (Cycle B) have been advanced into the next fiscal year.

Also, enclosed is a copy of the processing calendar for the month of July.

Please address any questions that you may have regarding these implementing instructions to this Bureau.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES



FY '94 CALENDAR- PAYROLL CYCLE A

JULY						
SUN	MON	TUES	WED	THUR	FRI	SAT
				P	2	3
4	H	6	P	8	9	10
11	12	13	14	15	16	17
18	19	20	P	22	SD	24
25	26	27	28	29	30	31
AUGUST						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	P	5	6	7
8	9	10	11	12	13	14
15	16	17	P	19	SD	21
22	23	24	25	26	27	28
29	30	31				
SEPTEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
			P	2	3	4
5	H	7	8	9	10	11
12	13	14	P	16	17	18
19	SD	21	22	23	24	25
26	27	28	P	30		
OCTOBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	H	12	P	14	15	16
17	18	19	20	21	22	23
24	25	26	P	28	SD	30
31						
NOVEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	P	H	12	13
14	15	16	17	18	19	20
21	22	23	P	H	H	27
28	29	30				
DECEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	P	9	10	11
12	13	14	15	16	17	18
19	20	21	P	SD	H	25
26	27	28	29	30	H	

JANUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	P	6	7	8
9	10	11	12	13	14	15
16	H	18	P	20	21	22
23	24	25	26	27	SD	29
30	31					
FEBRUARY						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	P	3	4	5
6	7	8	9	10	11	12
13	14	15	P	17	18	19
20	H	SD	23	24	25	26
27	28					
MARCH						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	P	3	4	5
6	7	8	9	10	11	12
13	14	15	P	17	18	19
20	SD	22	23	24	25	26
27	28	29	P	31		
APRIL						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	P	14	15	16
17	H	SD	20	21	22	23
24	25	26	P	28	29	30
MAY						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	P	12	SD	14
15	16	17	18	19	20	21
22	23	24	P	26	27	28
29	H	31				
JUNE						
SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	P	9	10	11
12	13	14	15	16	17	18
19	20	21	P	23	24	25
26	27	28	29	30		

DOC - 6/93; L. BLIER NOTE: WEEKS ARE SHADED TO INDICATE PAYPERIODS.
 KEY: H=HOLIDAY; SD = SHUTDOWN DAY; P = PAYDAY (each payday is for the previous pay period)

July 1993

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	Independence Day 	5	Cycle A Pay Date	7	8	9
11	12	13	Cycle B Pay Date	14	15	16
18	19	20	Cycle A Pay Date	Generate Cycle A Shutdown Transactions	Apply new MSRS State Rates	23
25	Report Time Off Hours Recorded in July.	27	Cycle B Pay Date	29		31
25	Update MH/MR Employees who have Swing Shift (manual) Update Cycle A & B MSEA Employees affected by REDUCEWK changes			28	30	31

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

July 27, 1993

TO: Agency Heads, Personnel Managers, Directors of
Administrative Services

SUBJECT: Correction to Human Resources Memorandum 14-93

There is an error on Page 4 of Human Resources Memorandum
14-93 dated July 22, 1993.

The Intermediate Targets for 1994/1995 are as follows:

INTERMEDIATE TARGETS

<u>Units</u>	<u>Days</u>	<u>Dates</u>	<u>Days Taken</u>	<u>Carry Forward</u>
1994/1995	5	Oct 1	2 days	3 days
		Jan 1	4	1 day
		Apr 1	5	0 days

Please make the changes to your copy of the memorandum.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

August 16, 1993

HUMAN RESOURCES MEMORANDUM 14-93A

TO: Agency Heads, Personnel Managers, Directors of
Administrative Services

SUBJECT: Clarification of SHUTDOWN Time Usage

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The purpose of this memorandum is to provide clarification to Human Resources Memorandum 14-93.

Section 2 on the top of page 2 of HR Memo 14-93 contains a paragraph that has produced some confusion in some agencies. The paragraph reads as follows:


"SHUTDOWN days worked by essential employees must be taken within 2 pay periods, rather than the one pay period time period that was in effect in previous agreements."

Some employees have interpreted this language to mean that employees have up to 3 pay periods within which to schedule time off: the pay period within which the SHUTDOWN days falls, and the following two pay periods.

This interpretation is incorrect. Collective bargaining agreements require essential employees to take the time off either within the pay period in which the SHUTDOWN day falls, or the following pay period. The difference between the new agreements and previous agreements is that scheduling time off in the pay period following the pay period in which the SHUTDOWN falls was limited to circumstances where the time off could not be scheduled in the same period as the SHUTDOWN. The new agreements allow for more flexibility to schedule that time off, but they do not allow employees to delay scheduling this time off by an additional pay period.

Please communicate this clarification to employees as necessary.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES