

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

HUMAN RESOURCES MEMORANDUM 8-90

April 19, 1990

TO: Agency/Department Heads, Personnel Officers,
Directors of Administrative Services

SUBJECT: Worksheet for Voluntary Cost Savings Program

Attached are copies of the Voluntary Programs Worksheet. The purpose of this Worksheet is to monitor the implementation of the Voluntary Cost Savings Program.

Agencies are to complete a Worksheet for **every** Final Application submitted by agency employees. Completed Worksheets are to be submitted to the Bureau of Human Resources as soon as possible after agencies make their decisions regarding requests. Submit forms to the Bureau of Human Resources as they are completed. In order that the Voluntary Programs can be assessed properly, the Bureau of Human Resources must receive Worksheets by June 15, 1990. (As stipulated in Human Resources Memorandum 7-90, the enrollment period ends May 31, 1990, and employees are to be notified within five work days whether their application is approved, modified, or denied.)

1. RETIREMENT INCENTIVE OPTION. Complete a Worksheet when you receive from the Bureau of Human Resources a Final Application for the Retirement Incentive Program. **NOTE:** For this program only, the employee submits their application directly to the Bureau of Human Resources. Agencies will receive these applications back from the Bureau of Human Resources. A Worksheet is to be completed at this time.

2. ALL OTHER COST SAVINGS PROGRAMS. Complete a Worksheet for every application received, whether the request is granted, modified, or denied.

Employees should complete one application for each cost savings program they are asking to use. Similarly, agencies should complete one Worksheet for each application received. Do not show more than one cost savings program on a worksheet.

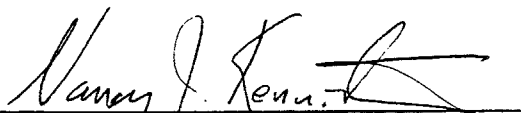
It is recommended that agencies maintain a copy of these Worksheets in their files. A suggested place would be in a three-hole notebook. The forms are three-hole punched to assist you. Keep the notebook on hand until July 1, 1992, when the individual documents should be placed in the personnel folder of each employee.

REPORTS. The Bureau of Human Resources will use the Worksheet data to monitor implementation of the cost savings programs. In addition, the Bureau will furnish agencies a variety of standardized reports as the Worksheet data is received. Special reports may be available as well.

ADDITIONAL IMPLEMENTATION MONITORING. The Bureau of Human Resources will monitor on-going implementation of the programs as formal Human Resource and position processing occurs. Because no formal processing is required for the Sporadic Days Off Program, agencies will prepare a special monthly report for this program only. The Bureau of Human Resources will provide agencies a report at the beginning of each month with the names of all employees who have elected this option. You will enter beside each name the number of hours taken during the reporting period, for Sporadic Days only. Included on the report will be the number of hours the employee applied for, the number of hours they have taken in previous reporting periods, and the number of hours remaining. Detailed instructions will be provided with the first report.

Additional copies of the Worksheet may be obtained from the Voluntary Programs Coordinator in the Bureau of Human Resources, or they may be processed by photocopying the form onto green paper.

If you have questions, direct them to the Linda Harvell in the Bureau of Human Resources.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Enclosure

Voluntary Programs Worksheet

Department of Administration

| Employee Identification | | | Part 1 | | | |
|--|--|--|---------------------------------|---|---|---|
| Employee Name | | | Employee Number | | | |
| Department Name | | | Department Number | | | |
| Job Class Title | Job Class Code | Position Number | | | | |
| Program Identification | | | Part 2 | | | |
| <input type="checkbox"/> Retirement Incentive | <input type="checkbox"/> Reduced Workweek | <input type="checkbox"/> Sabbatical | | | | |
| <input type="checkbox"/> Position Leave | <input type="checkbox"/> Shared Position | <input type="checkbox"/> Sporadic Days Off | | | | |
| <input style="width: 100%;" type="text" value="Begin Date"/> | <input style="width: 100%;" type="text" value="End Date"/> | <input style="width: 100%;" type="text" value="Duration in Hours"/> | | | | |
| Personal Service Savings | | | Part 3 | | | |
| <input style="width: 100%;" type="text" value="Salary Savings"/> | + | <input style="width: 100%;" type="text" value="Retirement Savings"/> | + | <input style="width: 100%;" type="text" value="Other Benefit Savings"/> | | |
| Program Costs | | | Part 4 | | | |
| <input style="width: 100%;" type="text" value="Retirement Incentive"/> | + | <input style="width: 100%;" type="text" value="Sabbatical Subsidy"/> | + | <input style="width: 100%;" type="text" value="Comp Time Paid"/> | + | <input style="width: 100%;" type="text" value="Vacation Paid"/> |
| Net Savings | | | Part 5 | | | |
| <input style="width: 100%;" type="text" value="Total Savings"/> | - | <input style="width: 100%;" type="text" value="Total Costs"/> | = | <input style="width: 100%;" type="text" value="Net Savings"/> | | |
| Approvals | | | Part 6 | | | |
| <input type="checkbox"/> Approved as Submitted by the Employee | | <input type="checkbox"/> Modified | <input type="checkbox"/> Denied | | | |
| Prepared by | | | | Date | | |

Submit to the Bureau of Human Resources

Instructions

Complete one of these worksheets for each Application you receive for Voluntary Programs. If an employee has applied for more than one program, complete a worksheet for each program. Complete a worksheet for every Application, whether the request is approved, denied, or modified. Prepare in duplicate, submit one copy to the Bureau of Human Resources, and keep one copy for your records. The BHR copy will not be returned to you.

Part 1. This part should be self explanatory.

Part 2. Check the one box for the program you are identifying. The begin date and end date are the dates the employee has requested - unless the request has been modified. If modified, enter the modified date.

Part 3. Salary Savings = Hourly Rate X Number of Hours

For these calculations, Hourly Rate is the
Base Hourly Rate Plus any of the following:

Recruitment and Retention Stipend
Longevity
Scheduled Overtime
%5 Retirement Option

Plus the Non-Standard Pay Rate.

Do Not consider the scheduled October 1990 and April 1991 General Increases in making your calculations. Do consider scheduled step increases.

Retirement Contribution Savings

Hourly Rate X State Contribution Rate X Number of Hours

Other Benefit Savings (use only for Retirement Incentive)

Life Insurance
Health Insurance
Dental Insurance

Part 4. Program Costs. Include only those costs that will be paid before the end of FY 90-91. Comp Time Paid and Vacation Paid apply to Retirement Incentive only.

Part 5. Net Savings. Subtract the total of costs you identified in Part 4 from the total of savings you identified in Part 3. Calculate your total savings for this employee for this program only.

Part 6. Approvals. Check whether the request has been approved, modified or denied.

Submit this form to:

Voluntary Programs Coordinator
Department of Administration
Bureau of Human Resources
Station 4