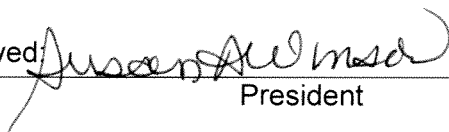


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	VOLUNTARY FURLOUGH PROGRAM	Procedure Number:	3-1-107.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	8-1-101.1		
Governing ATC Policy:	3-1-107		

Approved:


President


Vice President of Administrative Services

Date

Adopted: 02/11/2008

Date

Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. PURPOSE

The following procedure establishes the guidelines by which Aiken Technical College (ATC) may maximize personnel savings by offering employees the option to voluntarily choose to furlough for a period of not more than ninety days during a fiscal year. The Voluntary Furlough Program (VFP) option is contingent upon the State Board for Technical and Comprehensive Education (SBTCE) meeting legislative guidelines stipulated in the annual General Appropriations Act. ATC will have the option to allow an employee to participate in VFP based on the guidelines set forth by the SBTCE and ATC procedures.

II. DEFINITION

A voluntary furlough is a work arrangement whereby eligible employees are authorized a leave of absence from work, without pay, not to exceed ninety days in a fiscal year. An employee may furlough in full or partial day increments.

III. GENERAL STATEMENTS

- A. The President may institute a VFP if general funds appropriated for the SBTCE, not ATC, are less than the preceding fiscal year or if the General Assembly or Budget and Control Board implement a mid-year across the board reduction. A VFP cannot be enacted if SBTCE's reduction is due solely to the General Assembly transferring or deleting a program.
- B. The College shall develop a plan that establishes the criteria by which employees would be eligible to participate.
- C. All decisions to request participation in the program are voluntary by each eligible employee.
- D. The VFP is coordinated by the College's Office of Human Resources.

IV. PARTICIPATION ELIGIBILITY

All employees in FTE positions or temporary grant positions are eligible to participate.

V. PROGRAM GUIDELINES

- A. Participation in the program is voluntary and subject to approval by appropriate management staff. The VFP may not be appropriate to all areas of the College, especially those having limited staff.
- B. Participation in the program is not an employee right or benefit and may be discontinued at any time by either party. Denial or termination of a voluntary furlough arrangement is not appealable or grievable; however, all decisions made under this program should be made in a non-discriminatory manner.
- C. Employees are eligible to participate in the same benefits as otherwise available to them with the exception of receiving their salary. When participating in the VFP employees will be placed in leave without pay status.
- D. State agencies are responsible for making both employer and employee contributions if coverage would otherwise be interrupted for benefits which require employer and employee contributions.
- E. The employee remains responsible for making contributions that require only employee contributions.
- F. An employee may furlough up to ninety (90) calendar days per fiscal year.

- G. The College shall define the incremental periods for furlough such as full or partial days, weekly, monthly, etc.
- H. An employee will continue to accrue annual and sick leave as if they were in pay status.
- I. If a holiday falls during the furlough period, the employee shall be paid for the holiday, as observed by the College.

VI. CONDITIONS OF VOLUNTARY FURLOUGH

- A. Participation in the VFP will be based on management consideration of workloads and work requirements to ensure that agency mission and program needs are met.
- B. An employee's performance review date will not be adjusted; however, for evaluation purposes the employee's review date will be taken into consideration prior to approving voluntary furlough.
- C. An employee's hire date and continuous state service date will not be adjusted.
- D. A TERI retiree participating in the VFP will not be considered as having a break in service nor will the furlough period extend the five-year limitation under TERI guideline. The time TERI participants spend in the VFP will also count as time in the TERI program.
- E. The voluntary furlough will not adversely affect an employee's eligibility for advancement or for any other employee right or benefit.
- F. At the end of the voluntary furlough period, the employee will be expected to resume their regular schedule of work at the primary work location.

VII. APPLICATION FOR A VOLUNTARY FURLOUGH

- A. An eligible employee shall complete an Application for Voluntary Furlough form and submit the request to their supervisor for review and final approval at the appropriate level determined by the College.
- B. Requests for voluntary furlough will be considered on an individual basis.
- C. The Application for a Voluntary Furlough form must be completed and approved prior to the employee's voluntary furlough beginning.

- D. The College must submit a Supplemental Service Report (Form 1224) to the South Carolina Retirement Systems monthly for all employees participating in the VFP as well as any additional forms necessary for reporting purposes.

VIII. DOCUMENTATION AND REPORTING

- A. The College must provide to the Budget and Control Board's Office of Human Resources the following information regarding furloughed employees prior to September 1st of the following fiscal year:

1. Total number of employees who have participated in the furlough program;
2. Total number of furlough days; and
3. Estimated cost savings.

The System Office's Human Resource Services shall coordinate the annual submission of furlough information to the Budget and Control Board's Office of Human Resources.

- B. The College must maintain internal documentation for record keeping purposes to include the individual plan(s) and the Application for Voluntary Furlough form(s) that document the terms of the furlough and emphasizes the employee's voluntary decision to request it.

Procedure Review		
Review Date	Reviewed By	Date Completed
02/11/2013		