



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

DATE

EMPLOYEE NAME/ADDRESS

Dear _____:

In August 2009, the Office of State Employment Relations (OSER) notified the State Engineering Association (SEA) members of impending layoffs and on September 3, 2009, SEA-represented employees were notified of upcoming temporary layoffs. The notifications of this action were necessary due to the biennial budget bill which deleted funds from all agency budgets in the dollar amount equivalent of eight furlough days in each of the next two fiscal years. Due to the lack of a Memorandum of Understanding (MOU) between SEA and OSER on furlough implementation, the Department must take action to decrease expenditures by the equivalent of these budget reductions. Although formal notice of temporary layoff is not required under the SEA collective bargaining agreement, this letter is provided to inform you of your temporary layoff dates so you may plan accordingly.

The length of the temporary layoff for each SEA member holding a 100% FTE position has been established at 13 consecutive calendar days, which includes nine (9) consecutive work days. The number of days will be prorated for less than full-time employees. This number was arrived at by determining the value of days on temporary layoff, as well as the State's potential liability for unemployment compensation. Your temporary layoff will occur on the following days:

- **(Dates of 9 consecutive work day layoff period)**

During all three work weeks when your temporary layoff occurs, your schedule will be changed to eight (8) hours each day (or prorated by your FTE %). You will be required to enter your schedule for these three weeks in our departmental time reporting system and work any scheduled days accordingly. Because you will be on temporary layoff, any pre-approved annual leave scheduled on those days will be canceled. Any pre-approved leave (absent a medical leave) during the weeks the Department is implementing temporary layoffs may also be canceled due to operational needs. Employees should work with their supervisor to reschedule canceled leave. Employees are directed not to come to work and are not to perform any work activities at home during their temporary layoff. Please note that the Department's policy related to non-state work activities or outside/secondary employment apply during this period of temporary layoff.

Although the SEA contract does not provide for "no loss" of vacation and sick leave credits during periods of temporary layoff, the Employer will not reduce these two benefits during your temporary layoff. This is consistent with how temporary layoffs were treated during the 2003-2005 biennium. In addition, these temporary layoffs will have no effect on your WRS earnings or creditable service. Treating benefits in this manner makes implementation of your temporary layoff somewhat more consistent with how furloughs are being administered for non-represented employees and for represented employees under their respective MOUs. This non-reduction of benefits applies only to those temporary layoffs imposed in lieu of furloughs.

There will also be no effect on your health insurance coverage during your temporary layoff, as your health insurance premiums are paid two months in advance. Due to the timing of when health insurance premiums are taken out of your pay check, you will not miss a health insurance deduction during your temporary layoff. If you

have concerns about any payroll deductions during your temporary layoff, please contact your payroll coordinator.

It is unfortunate we must take this action and understand the burden this will place on you. These are difficult economic times and all Department employees are being impacted by the budget reductions.

Sincerely,

_____, Director
Bureau of Human Resources

cc: Supervisor
Division Administrator
Personnel File
Payroll