

## Represented Staff Employee Budget Reduction Options

In order to implement a budget reduction plan, departments will need to assess an appropriate strategy for achieving required cost savings of represented employees. The existing union contracts detail provisions for temporary or permanent layoffs/reductions in time.

### Closed Contracts

Temporary Layoff or Temporary Reductions in Time for a period of 120 calendar days or less  
 Permanent Layoffs or Permanent Reductions in Time

### Expired Contracts (status quo)

Temporary Layoff for a period of 120 calendar days or less (Temporary Reduction in Time is not an option)  
 Permanent Layoffs (Permanent Reduction in Time is not an option)

(To balance operational needs, consider staggering/overlapping temporary employee layoffs)

### Calculating the required savings

Using the furlough/salary reduction plan for non-represented employees, equivalent salary savings may be achieved by imposing temporary layoffs equal to the number of days for each salary band or equivalent temporary reductions in time equal to the salary reduction.

Annual Salary (full-time)	Furlough Days (Non-represented) (Temporary Layoff)	Equivalent Salary Reduction (Temporary Reduction in Time)
\$0 – \$40,000	11	4%
\$40,001 – \$46,000	13	5%
\$46,001 – \$60,000	16	6%
\$60,001 – \$90,000	18	7%
\$90,001 – \$180,000	21	8%

Bargaining Unit	Layoff / Reduction in Time Options
<u>Closed Contracts</u>  Nurses (NX) Service (SX) Skilled Crafts (K7) Patient Care Technical (EX) Health Care Professional (HX)	Temporary layoff or reduction in time - equal to non-represented furlough days salary band <ul style="list-style-type: none"> <li>• Temporary layoff must be consecutive work days</li> <li>• Temporary reduction in time must affect consecutive weekly work schedules within a 120-day time period</li> <li>• 15 calendar day advance notice of temporary layoff or temporary reduction in time</li> </ul>
<u>Expired Contracts</u>  Clerical (CX) Technical (TX) Research Support (RX)	Temporary layoff option only - equal to non-represented furlough days salary band <ul style="list-style-type: none"> <li>• Temporary layoff must be consecutive work days</li> <li>• 15 calendar day advance notice of temporary layoff</li> </ul>

<b>Sample Temporary Layoff:</b> \$45,000 = \$3750/mo = \$21.55/hr 5% = \$2250 total dollar salary savings \$2250 divided by \$21.55 = 104 hours = 13 days off Employee receives no pay 13 work days Days off must be consecutive work days	<b>Sample Reduction In Time:</b> \$45,000 = \$3750/mo = \$21.55/hr 5% = \$2250 = 104 hours @ \$21.55/hr Work hours may be reduced by 8 hours/week 8 hours/week reduction in time x 13 weeks = 104 hours Reduction in work hours must begin and end within a 120-day period and in this example would constitute a 20% reduction in appointment time for 13 weeks
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