



Linda S. Adams
Secretary for
Environmental Protection

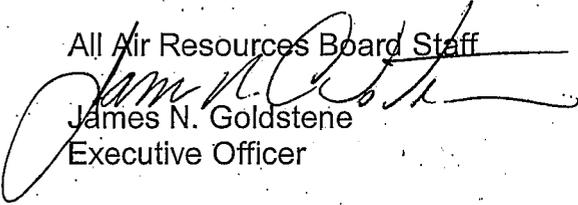
Air Resources Board

Mary D. Nichols, Chairman
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Arnold Schwarzenegger
Governor

TO: All Air Resources Board Staff

FROM: 
James N. Goldstone
Executive Officer

DATE: February 5, 2009

SUBJECT: FURLOUGH PROGRAM

As you know the first day of the State's furlough program will occur this Friday, February 6, 2009, and is scheduled to continue through the June 2010 pay period. The Air Resources Board (ARB) management team recognizes that the furlough program creates a financial hardship on our employees and increases challenges we face at work to meet our program goals while working fewer hours. I want to take this opportunity to provide you with information about how the furlough program will be implemented. Please keep in mind that the furlough program described below is subject to change by the courts, legislative action or labor union agreement. If changes occur, we will provide updated information as soon as possible.

During the furlough period, all full-time State employees will have two unpaid days off each month. Part-time employees will be required to have unpaid leave in proportion to their time base. The monthly paychecks for State employees will be reduced by 9.23% regardless of time base. This is equivalent to the amount of furlough time each of you are required to take.

As is the case for most state offices, the ARB and California Environmental Protection Agency (Cal/EPA) offices will close on the first and third Friday of each month, beginning Friday, February 6, 2009. The vast majority of ARB employees are required to take furlough time on this day, and our offices will have only limited accessibility as they do on weekends.

A small number of ARB employees work in programs that necessitate conducting operations on furlough days. We have received approval from Cal/EPA for these employees to take furlough time on an alternative schedule. Exemptions were limited to employees who are required to adjust their work schedule to cover critical responsibilities. For ARB, this includes employees who work on "burn day activities" in the Planning and Technical Support Division and specific employees who perform lab emission testing in the Monitoring and Laboratory Division, the Mobile Source Control Division, and the Mobile Source Operations Division. Division Chiefs are aware of the specific staff that have been approved for exemption and will provide this information to

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

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affected staff in their Division. These employees will work on furlough days, but are required to take the needed amount of furlough time on other days during the affected pay period. The supervisor must approve the days chosen and ensure that the furlough time off occurs in a timely manner.

The Human Resources Branch will be preparing detailed information regarding how the furlough program will be implemented. This information will address alternate work schedules, various time bases, reporting of furlough time on time reports, how overtime can be used in limited situations and a variety of other information related to the furlough program. Included in the posting will be alternate work schedule calendars. We hope to have this information posted to ARB's Inside Page on February 5, 2009.

The furlough program will not affect retirement benefits, leave accruals, medical benefits, dental benefits, disability payments, or lump sum payments.

I recognize that the State's continuing financial difficulties, in particular the reduction of employee time bases and monthly pay, is creating a challenging environment. If you are facing difficulties, I encourage you to take advantage of the Employee Assistance Program (EAP). The EAP is a confidential program that can assist you in coping with work-related stress and also provide financial advice. For further information on the EAP, please contact Lori Lopez at (916) 323-7053.

If you have any questions or concerns about how the furlough program affects you please discuss them with your supervisors, or direct them to the Personnel Analyst assigned to your Division or Office.