

# Memorandum

Date : February 3, 2009

To : All Staff

Subject: **IMPLEMENTATION OF FURLOUGHS PURSUANT TO GOVERNOR'S EXECUTIVE ORDER**

Pursuant to Executive Order S-16-08 issued by Governor Arnold Schwarzenegger on December 19, 2008, the California Department of Corrections and Rehabilitation (CDCR) will implement mandated furloughs for its employees beginning Friday, February 6, 2009 through June 30, 2010.

The Executive Order advised that the Department of Personnel Administration (DPA) would adopt a plan that included an exemption process. The DPA required all State departments to propose plans wherein the employees fall into one of the following three categories:

Category 1 - Close the office on the first and third Friday of each month.

Category 2 - The work area would continue normal business hours and the employees would take self-directed furloughs approved by their supervisor during the pay period in which the days were earned.

Category 3 - The work area would continue normal operations and the employees' furlough days would be banked for a period not to exceed 24 months from the end of the furlough program. DPA automatically placed posted positions within prison facilities into this category.

Due to the unique operations of the Department, a combination of these three categories will be implemented statewide. They are as follows:

### **Work areas that fall under Category 3**

**Correctional Facilities**—Staff within adult and juvenile facilities that provide for the direct care, custody, treatment, and programming of inmates and wards. These include posted custodial staff, cooks, counselors, teachers/instructors, staff who work in medical, dental, mental health, education, case records, appeals and substance abuse programs, and the staff needed to maintain the operation of the boiler rooms and wastewater treatment facilities. The supervisors of these staff are also included in this category.

**Work areas that fall under Category 3 (continued)**

**Peace Officers in Community**—Agents and their supervisors who work for the Division of Adult Parole Operations, Division of Addiction and Recovery Services, and the Office of Correctional Safety.

**Transportation Units**—Statewide and institution transportation teams and extradition agents.

In addition, Board of Parole Hearings Commissioners, the Health Care Placement Oversight Program, Mentally Disordered Offender Program, Warrants Unit, select Information Technology support staff, and Prison Industry Authority operations within the prisons will be in Category 3.

**Work areas that fall under Category 2**

**Correctional Facilities**—All other staff within correctional facilities who do not fall under Category 3.

**Field and headquarters' offices which directly support correctional facilities**—Offices including, but not limited to, missions; emergency operations; program support; parole operations; juvenile operations; adult operations; education, vocation and offender programs; investigations; transportation; classification; case records; and the Board of Parole Hearings.

In addition, a minimal number of staff will be working in the following offices:

Division of Addiction Recovery Services  
Division of Correctional Health Care Services  
Enterprise Information Systems  
Office of Civil Rights  
Office of Internal Affairs  
Office of Legal Affairs  
Office of Professional Training and Development  
Office of Public and Employee Communications  
Project Management and Construction  
Special Repair and Capital Outlay Program Construction Operations

These staff will be determined by their management and the remaining staff in these work areas will fall into Category 1.

**Work areas in headquarters that fall under Category 1**

The following Administration offices within headquarters will be closed during the first and third Friday of the month.

**Work areas in headquarters that fall under Category 1 (continued)**


Business Services  
Corrections Standards Authority  
Division of Community Partnerships  
Division of Education, Vocations and Offender Programs  
Facility Planning, Construction and Management  
Fiscal Services  
Human Resources  
Office of Labor Relations  
Office of Legislation  
Office of Research  
Prison Industry Authority  
Regulations and Policy Management Branch  
Risk Management  
Victim Survivor Rights and Services

Your supervisor will provide specific and additional information regarding the implementation of the furlough plan in your work area. Furlough categories will continue to be monitored and may be subject to change depending upon impact on departmental operations.

I must emphasize that these plans may be subject to change due to labor negotiations and/or legislative or court action. This fluid situation may require alternative or modified plans. You will be notified of any such revisions as we become aware of them. In addition, DPA and our own Support Services Division will publish directives on technical aspects of the furlough program, such as how to address alternative work schedules, the application of banked furlough leave plan days, and accounting/personnel practices.

I understand the difficult impact the furloughs have on all staff and sincerely appreciate your continued dedication and professionalism.

Should you have any questions, please contact your supervisor.

  
BRETT H. MORGAN  
Chief of Staff