



# METROPOLITAN HUMAN SERVICES DISTRICT

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March 5, 2009

## MEMORANDUM

**TO: Employees of the Metropolitan Human Services District**

**FROM: Judge Calvin Johnson, Executive Director**

**SUBJECT: Implementation of Layoff Avoidance Measures**

The Department of Civil Service has been given approval for the District to proceed with the layoff avoidance measures as outlined in the *Notice of Impending Layoff Avoidance Measures* issued on February 23, 2009. The reduced schedule becomes effective Monday, March 9, 2009.

This will result in full-time employees working a maximum of four seven (7) hour days (Monday through Thursday) and one six (6) hour day (Friday). Part-time employees will continue to work their abbreviated schedule. Further guidance regarding recording of employee work hours for time and attendance under this measure will be provided to Time Administrators by the Human Resources Department.

Employees will not be allowed to augment the reduced work schedule with overtime, K-Time, annual or sick leave to extend beyond the 34 hour work week maximum. The 34 hour work week applies to all full-time employees regardless of the type on appointment (Restricted, Classified or Unclassified).

The District is facing a budget shortfall and must reduce expenditures by \$2.5 million for the current fiscal year, which ends June 30, 2009. We have already implemented all other options for cost-savings including a hiring freeze, elimination of non-essential travel and purchases of supplies and reductions to social service contracts.

We are hopeful that this measure will result in adequate funding for the remainder of this fiscal year so that we will not have to resort to a layoff. Any questions concerning this matter should be directed to Theresa Richard, Human Resources Director at 568-3143.

Sincerely

A handwritten signature in black ink, appearing to read "Calvin Johnson", written over a large, faint circular stamp.

Judge Calvin Johnson, Executive Director  
Appointing Authority