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City Council Document Tracking Sheet

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Sponsor(s):	Mayor Emanuel
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Title:	Salary Regulations
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BUDGET



OFFICE OF THE MAYOR
CITY OF CHICAGO

RAHM EMANUEL
MAYOR

July 6, 2011

TO THE HONORABLE, THE CITY COUNCIL
OF THE CITY OF CHICAGO

Ladies and Gentlemen:

At the request of the Budget Director, I transmit herewith a resolution amending the Salary Regulations.

Your favorable consideration of this resolution will be appreciated.

Very truly yours,

Mayor

RESOLUTION

AMENDMENT TO REGULATIONS GOVERNING THE ADMINISTRATION OF THE CLASSIFICATION PLAN AND EMPLOYEE BENEFITS FOR CLASSIFIED POSITIONS.

Be It Resolved by the City Council of the City of Chicago:

SECTION 1. Subsection G(12) of The Regulations Governing the Administration of the Classification Plan and Employee Benefits for Classified Positions set forth in the Annual Appropriation Ordinance ("the Salary Regulations") is hereby amended by adding the underscored text and deleting the struck-through text, as follows:

G(12)(a) Unpaid Budget-Required Furlough Days in 2011

Due to Budget requirements, each non-represented salaried or full-time hourly employee holding a position on or after January 1, 2011 will be required to take twelve seven unpaid furlough days in 2011 if the employee's appropriated 2011 salary or compensation is \$35,000 or higher, except as otherwise provided herein. Any non-represented salaried or full-time hourly employee who is required to work on the December 31, 2010 holiday or a City holiday in 2011 and who works on that holiday shall be paid for that day but shall be required to take an additional unpaid furlough day under this Subsection G(12) prior to December 31, 2011 for each such holiday, regardless of the employee's salary or compensation. For employees who begin their employment with the City after January 31, 2011, the number of unpaid furlough days that are required to be taken in 2011 shall be reduced by one, and further reduced by one for each additional one-month period after January 31, 2011 that employment begins.

If during calendar year 2011, a promotion or other increase in compensation causes an employee's salary to meet or cross the \$35,000 threshold for required furlough days, such employee shall upon the effective date of such increase be required to commence taking furlough days pursuant to this Subsection G(12), subject to the proration provisions specified herein that apply to new hires during 2011.

Unpaid furlough may not be taken on days designated for celebration of one of the City's holidays. Employees must coordinate their unpaid furlough days with their immediate supervisor(s) and must notify their timekeeper at least five (5) work days in advance of the dates to be taken. Under no circumstances may an employee work for the City on his or her unpaid furlough days.

Each employee who is employed for a full calendar quarter must take a minimum of three unpaid furlough days for that the first and second calendar quarter and one in the third quarter until the ~~12~~-day 7-day requirement is met. For employees who begin their employment with the City after January 31, 2011 and before July 1, 2011, in the calendar quarter when employment

begins, the three-day requirement shall be prorated as appropriate. It shall be the responsibility of each employee's department head to ensure that the requisite number of furlough days are taken according to the quarterly schedule. If an employee has actually taken in excess of 7 furlough days prior to August 1, 2011, such excess days shall not be subject to a salary credit or any other retroactive adjustment.

Employees who use CATA for time and attendance but who are not generally required to swipe in and out must swipe in and out during any week in which their unpaid furlough days are taken. Supervisors are required to monitor the work hours of employees taking unpaid furlough to insure that no employee exceeds forty (40) hours of work during the week a furlough day is taken.

Employees who are required to take unpaid furlough will have their gross pay reduced by approximately 1/261st of their annual salary with respect to each furlough day taken. This is equivalent to one (1) day of work for an employee working five (5) days per week, 52 (fifty-two) weeks per year.

G(12)(b) Unpaid 2011 holidays

The City 2011 holidays set forth in Subsection G(1) of the Salary Regulations and occurring before August 1, 2011, shall be without pay. New Year's Day of 2011 shall be observed as a holiday on December 31, 2010 and shall be counted for the salary adjustment purposes of this section as falling within calendar year 2010. Employees who are subject to an unpaid holiday in any pay period will have their gross pay reduced by approximately 1/261st of their annual salary with respect to each unpaid holiday. This is equivalent to one (1) day of work for an employee working five (5) days per week, 52 (fifty-two) weeks per year. The provisions of this Subsection G(12)(b) shall supersede anything to the contrary contained in the Salary Regulations.

Employees who use CATA for time and attendance but who are not generally required to swipe in and out must swipe in and out during any week in which they are subject to an unpaid holiday. Supervisors are required to monitor the work hours of employees to insure that no employee exceeds forty (40) hours of work during the week of an unpaid holiday.

The Budget Director is authorized to issue rules for implementation of the unpaid furlough days and unpaid holidays.

SECTION 2. Following due passage, this amendatory resolution shall be effective August 1, 2011. This Subsection G(12), as amended, shall be repealed and expire of its own accord at midnight on December 31, 2011 and shall not, without further action by the City Council, be included in the 2012 Salary Regulations.