

Memorandum



TO: HR Administrators and Labor Relations Officers of All Departments,
Institutions, Boards and Commissions

FROM: Hugh Quill, Director 
Department of Administrative Services

DATE: June 10, 2009

SUBJECT: Agency Cost Savings Day Guidance

Cost savings days (CSDs) have been established as a tool to reduce payroll costs without permanent changes to the current pay structure. As established in the OCSEA bargaining contract and the proposed budget, employees will experience a monetary reduction equivalent to 3.076 hours of pay each pay period. With some exceptions, most employees will select 10 cost savings days (80 hours) to be out of the workplace. Bargaining unit employees will make their selection through a canvass with the dates being awarded in the order of seniority. Employees exempt from collective bargaining will select and should be granted dates in accordance with agency-established guidelines.

This memo provides agencies with a consistent framework to follow before the agency can close (i.e. direct all employees to utilize a cost savings day on the same date).

As directed in past guidance on time and attendance, agencies have been required to adhere to customer service hours. Customer service hours are the inflexible hours of the day and week during which an agency must be adequately staffed to perform all business administrative functions for both internal and external customers. The minimum customer service hours are 8:00 am to 5:00 pm, from Monday through Friday. Some agencies have extended their customer service hours to provide better service to the general public. Agencies have also allowed flexibility to employees so long as the minimum customer service hours remain staffed. The state is committed to minimal customer service disruption as the result of cost savings days.

If an agency director is seeking total agency closure on a specified date, the following standards should apply:

- 1) The agency does not have employees in OCSEA bargaining units 3, 4, or 5;
- 2) The agency does not have employees whose contracts are still under negotiation or seeking ratification by June 16th;
- 3) If the agency has bargaining unit employees, the each bargaining agent representing the employees has agreed to the closure;

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- 4) The agency has surveyed exempt employees to determine how many employees are willing to utilize a CSD on the specified date.
- 5) The agency submits the following information relating to customer service to DAS, Office of Policy Development by June 16th:
 - a) What are the results of the exempt employee survey?
 - b) What is the usual number of internal and/or external customers of the work unit on the proposed date?
 - c) How will your customers be impacted if you are unable to provide service on that date?
 - d) How do you plan to effectively communicate your closure to your customers?
 - e) Are there any additional savings attributed to allowing the entire work unit to be unstaffed? If so, what is the estimated savings?
 - f) Is there any other information that you think is relevant to making a final determination?

Agencies may not move forward with closure plans until given final approval.

If an agency determines that total agency closure is impracticable, you may also seek to close a portion of the agency, such as at the divisional level. Agencies should still adhere to the guidelines but specify the work unit impacted.

There may be situations where an agency director does not seek closure, but numerous employees in the agency or unit request to take a CSD on the same date. In these situations, agencies may grant employee requests for CSDs that cause a work unit to be unstaffed (i.e. closed) during the minimum customer service hours on a particular date, so long as they have followed the same process for agency closure and received approval to allow the work unit to be closed.

We understand that you need information on your closure request as soon as possible to plan your operations. We will work to get you a final resolution in an expedited manner.

Information may be sent via e-mail to: DASHRD.HRPolicy@das.state.oh.us.

CC: Janine Salloum Ashanin, Office of Policy Development