



ADMINISTRATIVE RULE WAIVER REQUEST

Petitioner Name: State Public Defender Adam Gregg

Contact Information: 515-242-6158

Hiring Authority: State Public Defender

Administrative Rule to be Waived: 11 IAC 63.2(2)c Vacation Leave

Statement of Rule:

"Vacation shall not accrue during any absence without pay."

List the names of the persons or the description of the class known by petitioner to be affected:

See attached

Briefly describe the change requested, including the portion of the rule to be waived:

Allow furloughed individuals to accrue vacation leave even though they will not be in pay status for five furlough days over the timeframe of April through June 2017.

Justification for waiving rule (attach additional sheets, as needed):

SPD is planning five furlough days to occur for all SPD employees over the timeframe of April through June 2017. May 26 will be a designated furlough day for all employees; the other four furlough days will be at employee discretion with management approval. This administrative rule does not allow vacation leave to accrue during absences without pay. However, the furlough is for the benefit of the agency. SPD requests that the requirement of this rule be waived for purposes of the five furlough days so employees will accrue vacation leave.

Petitioner Signature

Date

3/15/17

DAS-HRE Bureau Chief Signature

Date

3/20/2017

Decision:

☒ **Granted**
☐ **Denied**

Signature of DAS Director's
Designee/COO of DAS-HRE

Date

3/20/2017

3/13/17

MEMORANDUM

TO: Karin Gregor, Chief Operating Officer

FR: Adam Gregg, State Public Defender

RE: Proposed Furlough

Due to budgetary adjustments, it will be necessary to institute furlough days in the Office of the State Public Defender. Your approval of the following plan is requested:

Effective Date: one day in April, two days in May, two days in June 2017

Organizational Unit: State Public Defender

Job Classifications:

Secretary 3

Public Defender Supervisor 1

Public Defender Supervisor 2

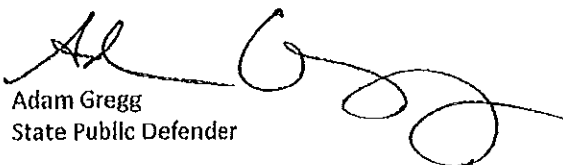
State Public Defender

Number of Employees to be Furloughed: 21

Affected Employees: 20 non-contract, supervisory employees
1 non-contract, non-supervisory employee

Please call me at (515) 242-6158 if you have any questions.

Sincerely,


Adam Gregg
State Public Defender

Furlough Plan
Non-contract Covered Employees

Department: Inspections and Appeals

Reason for furlough: Budgetary adjustment

Amount of savings from this furlough: \$11,400 per furlough day

Classifications affected:


1 - Secretary 3
12 - Public Defender Supervisor 1
7 - Public Defender Supervisor 2
1 - State Public Defender

Furlough plan: All SPD employees in each of the affected classifications will be furloughed on May 26, 2017, which coincides with the closure of the Judicial branch. All SPD employees will also be required to submit a proposed furlough day in April, a second day in May, and two days in June. Management will ensure staffing minimums are maintained to continue operations prior to approval.

Proposed effective date of furlough: one day in April (employee discretion/management approval), May 26 (all SPD employees), additional day in May (employee discretion/management approval), two days in June (employee discretion/management approval)

Furlough unit: State Public Defender

Services impacted by this furlough and plans to address this impact: None


Department Director Signature

3/14/17
Date

Approved ☒

Disapproved ☐

Date 3/20/2017 DAS-HRE COO

Approved ☒

Disapproved ☐

Date 03/20/2017 DAS Director

Approved ☒

Disapproved ☐

Date 3/23/17 DOM Director

Approved ☒

Disapproved ☐

Date 3/24/17 Governor's Office

3/20/17

MEMORANDUM

TO: Karin Gregor, Chief Operating Officer

FR: Adam Gregg, State Public Defender

RE: Proposed Furlough

Due to budgetary adjustments, it will be necessary to institute furlough days in the Office of the State Public Defender. Your approval of the following plan is requested:

Effective Date: April 14, 2017
May 1, 2017
May 26, 2017
June 9, 2017
June 26, 2017

Organizational Unit: State Public Defender

Job Classifications:

Secretary 1	Investigator 1	Executive Officer 2
Secretary 2	Investigator 2	Appellate Defender 1
Public Defender Fellow	Investigator 3	Appellate Defender 2
Public Defender 1	Administrative Assistant 1	Appellate Defender 3
Public Defender 2	Administrative Assistant 2	Paralegal
Public Defender 3	Executive Officer 1	IT Support Worker 2

Number of Employees to be Furloughed: 194.5

Affected Employees: 194.5 contract employees

Please call me at (515) 242-6158 if you have any questions.

Sincerely,



Adam Gregg
State Public Defender

Furlough Plan

AFSCME COUNCIL 61 X

UE/IUP

SPOC

Department: Inspections and Appeals

Reason for furlough: Budgetary adjustment

Amount of savings from this furlough: \$65,600 per furlough day

Classifications affected:

19 - Secretary 1 (one .5FTE)

19 - Secretary 2

3 - Public Defender Fellow

13 - Public Defender 1

78 - Public Defender 2

18 - Public Defender 3

2 - Investigator 1

21 - Investigator 2

1 - Investigator 3

1 - Administrative Assistant 1

2 - Administrative Assistant 2

2 - Executive Officer 1

1 - Executive Officer 2

2 - Appellate Defender 1

9 - Appellate Defender 2

3 - Appellate Defender 3

1 - Paralegal

1 - IT Support Worker 2

Furlough plan: All SPD employees in each of the affected classifications will be furloughed for five days (listed below).

Proposed effective date of furlough: April 14, May 1, May 26, June 9, and June 26, 2017

Special skills exemption request explanation: NA

Furlough unit: State Public Defender

Services impacted by this furlough and plans to address this impact: None.


Department Director Signature

3/24/17
Date

Approved ✓ Disapproved

Approved ✓ Disapproved

Approved ✓ Disapproved

Approved ✓ Disapproved

Date 3/22/2017 DAS-HRE COO

Date 03/22/2017 DAS Director

Date 3/23/17 DOM Director

Date 3/24/17 Governor's Office

