



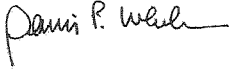
STATE OF NEW YORK
EXECUTIVE CHAMBER
ALBANY 12224

DAVID A. PATERSON
GOVERNOR

DENNIS P. WHALEN
DIRECTOR OF STATE OPERATIONS

MEMORANDUM

TO: Heads of State Agencies and Public Authorities

FROM: Dennis P. Whalen 

SUBJECT: Voluntary Reduction in Work Schedule Program

DATE: June 3, 2009

As we continue to review available administrative options to assist in controlling State spending, a number of valuable ideas have been shared with my office. Some of the public employee unions have suggested increased utilization of the Voluntary Reduction in Work Schedule program (VRWS).

The Voluntary Reduction in Work Schedule program allows State employees to voluntarily reduce their income in exchange for time off from work. This voluntary option has existed as part of some of our collective bargaining agreements for decades. However, the participation and utilization of VRWS varies considerably by agency.

In consideration of the continuing need to control spending, agencies should promote the VRWS program and encourage employees to participate in it. In addition, agencies should quickly review and approve employee requests for reduced work schedules which can result in real payroll savings throughout the 2009-10 State Fiscal Year. Absent staffing, coverage, or other operational and programmatic needs -- which should be discussed with your Deputy Secretary -- agencies should be approving employee requests for reduced work schedules if current program participation involves less than seven percent of your agency's workforce. Additional use of VRWS can occur beyond the seven percent threshold at agency discretion. Such arrangements can demonstrate responsiveness to individual employee preferences while achieving financial savings for the State.

Please note that the seven percent threshold is solely in response to the current economic condition facing the State and should not be interpreted as a continuing threshold.

We will be instituting a monitoring report so that we can track VRWS participation and identify best practices.

A complete description of VRWS guidelines can be found within the respective collective bargaining unit agreements on the Governor's Office of Employee Relations website at <http://www.goer.state.ny.us/cna/bucenter/index.html>. Questions regarding VRWS program guidelines should be directed to the Attendance and Leave Unit at the Department of Civil Service at 518-457-2295.

Thank you for your attention to this matter.