



David A. Paterson
GOVERNOR

STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
ALBANY, NEW YORK 12224

Robert L. Megna
Director of the Budget

BUDGET BULLETIN	D-1124	July 22, 2009
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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Robert L. Megna *Robert L. Megna*

SUBJECT: Voluntary Reduction in Work Schedule Program

Governor Paterson continues to work toward achieving savings for New York taxpayers through workforce savings while avoiding large scale layoffs. A key element of this savings will be a Voluntary Reduction in Work Schedule program (VRWS), which will be offered to all employees who are currently authorized to participate either through negotiated contract agreements or administrative practice.

This Bulletin establishes a minimum VRWS participation target for agencies and requires reporting on employee utilization of this program by unions. The Director of State Operations, in a June 3, 2009 letter to state agencies and public authorities established VRWS parameters and requires agency heads to:

- Aggressively promote the VRWS program among its employees;
- Review and approve employee requests expeditiously;
- Approve all employee requests if the current program participation is less than seven percent of the agency's workforce.
- Use discretion in approving requests that will result in utilization beyond the seven percent threshold;
- Ensure that such plans demonstrate real payroll savings through the 2009-10 and 2010-11 State fiscal years; and

- Complete the attached Utilization Report on or before July 31, 2009. Subsequently this report should be updated monthly. Reports should be submitted to:

Mr. Robert E. Brondi, Chief Budget Examiner
Division of the Budget
State Capitol, Room 117
Albany, NY 12224
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and

Mr. John V. Currier, Deputy Director
Governor's Office of Employee Relations
Agency Building 2, Suite 1201
Albany, NY 12223-1250
jcurrier@goer.state.ny.us

cc:

[Chief Budget Examiner of Agency's DOB Examination Unit]
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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 the VRWS program guidelines should be directed to the Attendance and Leave Unit at the Department of Civil Service at 518-457-2295.

Attachment

Voluntary Reduction in Work Schedule (VRWS) Agency Reporting Form

Agency Name: Agency A
 Agency Code: 12345
 Date: July 1, 2009

Title	Union					Positions	Totals	
	PEF Employees	CSEA	DC-37	M/C	Other		Est. Savings	
						2009-10 PS	2010-11 PS	
Title A	2	0	0	0	0	\$2,000	\$6,000	
Title B	4	0	0	0	0	\$4,000	\$8,000	
Title C	0	25	0	5	0	\$10,000	\$15,000	
Title D	10	0	0	0	0	\$8,000	\$13,000	
Totals	16	25	0	5	0	\$24,000	\$42,000	

Total VRWS		Total Savings	
Positions	46	2009-10	\$24,000
Agency WF Target	600	2010-11	\$42,000
% of Agency Participation	8%	Two Year	\$66,000