BOARD OF DENTISTRY

Steven L. Beshear
Governor

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Brian K. Bishop
Executive Director

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Implementation for the Kentucky Board of Dentistry

Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the Kentucky Board of Dentistry 's proposed furlough implementation plan for fiscal year 2010-2011 for your review and approval. Enclosed within these documents are the following:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- A request for exemption of specific individuals in the classifications provided in 101 KAR 5:015E, if applicable
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample email notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, the lead contact for the Kentucky Board of Dentistry's proposed furlough plan is Lisa A. Turner at (502) 429-7280 extension 222.

Sincerely,

Brian K. Bishop, Executive Director
Kentucky Board of Dentistry

Enclosures

KENTUCKY BOARD OF DENTISTRY
FURLOUGH PLAN

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , the Kentucky Board of Dentistry does not deem it necessary at this time to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan other than the agency head, the Executive Director of the Board. The Executive Director will be responsible for ensuring that notice will be provided to employees and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, the Executive Director will ensure that furlough time is appropriately monitored and taken by Kentucky Board of Dentistry's employees.

If necessary, additions or changes may be made to any designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days
September 3, 2010; November 12, 2010; May 27, 2011

(OPTION 1)
The Kentucky Board of Dentistry *Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.*

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

(OPTION 1)
Part I: On the three (3) non-designated months, The Kentucky Board of Dentistry *Plan includes the furlough of all employees during the first pay periods of the required months.*

Part 2: The Kentucky Board of Dentistry *Plan addresses the manner in which the assignment of employee furlough hours/days will be made as outlined in the following chart:*

	# of Employees	Pay Period Dates per month	Employees request specific furlough days, assign furlough days or a combination of both?	Is overtime or comp time accrual a concern during these furlough periods for these units? If yes, explain in detail and how it will be monitored.
Board of Dentistry	5	First pay period of each non designated month	Assign	No

Part 3: The Kentucky Board of Dentistry *will provide written notice to the employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The manner by which the Sample Cabinet will notify its employees is by email. A copy of the sample notice is enclosed with these documents.*

III. CONTRACT WORKERS

(Option 1)
The Kentucky Board of Dentistry has no contract workers to which the reduction of hours apply.

IV. REQUIRED CERTIFICATIONS

Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.

(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

(INITIALS)

From: Bishop, Brian K (Brd of Dentistry)
Sent: Tuesday, September 14, 2010 4:57 PM
To: [redacted] (Brd of Dentistry)
Subject: SAMPLE official assignment notice of furlough day SAMPLE

SAMPLE official assignment notice of furlough day SAMPLE

[redacted]

This email serves as SAMPLE official assignment notice of furlough day SAMPLE. Your furlough day is Thursday October 7, 2010. Please let me know if you have any questions.

Brian K, Bishop
Executive Director
Kentucky Board of Dentistry

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