

**Updated**  
**Reduced Workforce Time Reporting Guidelines**

A reduced workforce situation at the Agency of Human Services (“AHS”) offices located at 67/72 Eastern Avenue in St. Johnsbury was authorized beginning at **7:45 am through 4:30 pm on Friday, March 31, 2017**. The following guidelines apply only to AHS employees whose official work location is 67/72 Eastern Avenue in St. Johnsbury.

1. **Employees who are not required to report for work at their regularly scheduled time** during this period should code their time reports with “Reduced Workforce/Closure Paid”- RWCLP for any regularly scheduled hours they were not authorized to work during this period.
2. **Employees who were required to work during their regularly scheduled hours, or who were required to work on an overtime basis,** during this period should code “Hours Worked”- WORK and/or “Hours Worked Over Schedule” – WORKOT, as applicable for the number of hours they worked. These employees should also code “Reduced Workforce Comp” - RWCMP.
3. **Employees on authorized paid leave** should not charge their leave balances (annual, personal, sick, compensatory time) for the regularly scheduled work hours they were absent during this period, and should report these hours on their time reports as “Reduced Workforce/Closure Paid” - RWCLP for the number of hours out of the office during this period.
4. **Employees on unpaid leave of absence, or off payroll,** are not affected by the reduced workforce situation, and should report their absence during this period as they normally would on the time report.
5. **Employees not scheduled to work** during this timeframe are not affected and would not be eligible to receive additional compensation unless they actually worked during this period.
6. **Temporary Employees.** Temporary employees who worked during this timeframe would be entitled only to their regular pay for the hours worked.
7. **Home-based Offices.** Home based employees who were authorized to work during this timeframe should code “Hours Worked”- WORK and/or “Hours Worked Over Schedule” – WORKOT, as applicable for the number of hours they worked. These employees should also code “Reduced Workforce Comp” – RWCMP.
8. **Managerial Employees.** Employees designated as “managerial” are not entitled to additional compensation for any hours worked during this timeframe.