

Cost Savings Options

Recruitment

Hire Temporary employees

Hiring Freeze

Retrain/Reassign Employees to Other Areas

Furlough

Voluntary (Section 89.81 2011-12 Appropriation Act)

May furlough for up to 90 days in a fiscal year

Mandatory (SC Code of Laws §8-11-192)

The furlough program must be (1) inclusive of all employees in an agency or within a designated department or program regardless of source of funds or place of work, including all classified and unclassified employees in the designated area; or (2) based upon pay band for classified employees and based upon pay rate for unclassified employees within the agency or designated department respectively.

Higher Education Furlough (SC Code of Laws §8-11-193 and Section 6.22)

May institute employee furlough programs of up to 20 working days. The furlough must be inclusive of all employees regardless of source of funds, place of work, or tenure.

Constitutional Officer & Agency Head (Section 89.54. 2011-12 Appropriation Act)

May voluntarily furlough for up to thirty-six days in a fiscal year

Reduction in Force/Agency Head Furlough (Section 89.84 2011-12 Appropriation Act)

In the event of a reduction in force, agency heads and technical college presidents must furlough 5 days. If more than one reduction in force is implemented, agency heads and technical college presidents are only required to furlough for the first reduction in force. The furlough is not required if the reduction in force was implemented as a result of federal budget cuts.

Separation Programs

Voluntary Separation Program

Retirement Incentive Program

Reduction In Force

Reasons:

- Reorganization
- Work Shortage
- Loss of Funding
- Outsourcing/Privatization

Terminate Employees not Covered by Grievance Act

- Temporary, Time-limited, Temporary Grant, Probationary, TERI after 6/6/05, Retiree

Restricted Activity

Travel

Overtime

Tuition Assistance

Flexible Work Options

Job Sharing

Teleworking