

COST SAVINGS DAYS

Source: Article 36; Ohio Administrative Code 123:1-34-11;
EPA Administration

Contact: Office of Employee Services

CSD Policy:

1. Full time permanent employees shall take eighty (80) hours off without pay in state fiscal year 2011 beginning July 1, 2010. The Agency has "blacked out" the month of June, 2011; therefore, all CSDs must be taken by **May 31, 2011**.
2. A pre-taxed deduction equal to 3.076 hours each pay period throughout the year will be made against each full time permanent employee in the fiscal year.
3. Each work unit or combination of work units within a division, district or office shall conduct a canvass of full time permanent employees. Canvass results must be in place by July 1, 2010.
4. Prior to the canvass, each division, district or office may identify any black out days which may not be selected by employees for use as a CSD due to operational needs and these days must be communicated to the employees prior to the canvass. Black out days must be pre-approved by the Director. Black out days may be work unit specific (i.e. all personnel must be available for mandatory training, etc). With the exception of June 1, 2011 through June 30, 2011, vacation requests within the work unit that fall on black out days are not approvable.
5. Selection of CSDs for bargaining unit employees is based on seniority. Bargaining unit employees, in order of seniority, shall identify eighty (80) hours off without pay. CSDs must be scheduled in terms of normally scheduled work days. Employees whose supervisors approve a flex time schedule may use CSDs in an increment of time of four (4) to nine (9) hours as long as it is accepted by management.

Exempt employees may also be canvassed; however, exempt employees must take a CSD before any other prescheduled full day (including flex schedules) of leave. If an exempt employee requests a prescheduled full day of leave prior to utilizing all CSDs, the leave shall be counted as a CSD instead of the type of leave requested. The exempt employee or management will then designate which future dated CSD request to cancel.

6. Subject to operational needs identified by management, employees may select continuous CSDs up to the total of eighty (80) hours. Based on operational need, CSDs may be taken contiguous to a holiday.

7. Employees who are unavailable during the canvass period (e.g., disability, workers' compensation, leave of absence, etc.) shall schedule their CSDs upon return. Employees selected for transfer to another work unit may be required to change their CSDs previously selected based on the operational needs of their new work unit. Regardless of their seniority in the new work unit, employees who join the work unit after the canvass has been completed do not have the right to "bump" the CSDs selections made by less senior employees.
8. Employees who fail to provide management with their selected eighty (80) hours of CSDs will be assigned days off by management based on the operational needs of the work unit.
9. Management, with concurrence from their district, division, or office chief, may reject the submitted selection of an employee's CSD based upon operational needs. Operational needs include maintaining sufficient coverage pursuant to the Agency's Flex Time Policy. If more than one employee selects the same CSD and, based on operational needs, management chooses to reject a requested CSD, management shall reject the CSD of the least senior employee or both employees. The employee(s) whose selection is rejected shall choose alternative days as CSD.
10. In the event a CSD is revoked by management after the canvass has been finalized, the employee shall be permitted to substitute another day at the employee's discretion with the exception of a pre-determined black out day(s). Revocation shall not be arbitrary or capricious and must be **pre-approved by the Director**. The employee's rescheduled day may not be revoked. With appropriate submission of documentation, the employee may be reimbursed for any costs incurred as a result of the revocation of a CSD.
11. Management and an employee may mutually agree to change a CSD selected during the canvass period as long as the change does not interfere with Agency operational needs or fall on a pre-determined black out day. Mutually agreed to changes in CSDs do not give a senior employee a right to bump a less senior employee who had previously scheduled a CSD.
12. Employee's leave accrual and health insurance are not affected by CSDs. CSDs hours will **not** be counted as "actual hours" worked for purposes of determining eligibility for FMLA, maternity, childbirth/adoption, or disability.

13. Employees can use available CSDs to satisfy the disability/childbirth/adoption waiting period; however, a CSD is only “available” for use during a waiting period if the employee’s gross pay has been reduced by an amount sufficient to cover the use of the CSD.
14. CSDs are **not** considered active pay status for bargaining unit employees who are **overtime eligible** for purposes of Article 13.10 (Overtime/Compensatory Time). In the event that an employee is required to work overtime/compensatory time, the employee must first accrue forty (40) hours in active pay status, in order to claim overtime or compensatory time.

CSDs **are** included in the definition of active pay status for the purpose of earning compensatory time for employees who are not eligible to earn overtime (most exempt positions).
15. The Office of Employee Services and the Office of Fiscal Administration shall determine the pro-rated number of hours for any newly hired employee who begins employment after the canvass period.
16. In the event an employee leaves state service prior to the equalization of CSD hours used and deductions made, appropriate corrections shall be made to the employee’s final paycheck or deducted from the employee’s leave balance.
17. Employees who have planned retirement dates must schedule a prorated amount of CSDs equal to 3.076 hours each pay period they are scheduled to work prior to retirement.
18. Permanent full-time employees shall use the TAS code of LEAVE/CSD when recording the use of hours in conjunction with a CSD.
19. Each division, district or office must establish and maintain records of each employee’s finalized CSD schedule (and all agreed to changes to this schedule).

CSDs/Part Time Employees

1. CSDs for part time employees (exempt and bargaining unit) will be assessed on the holidays (July 1, 2010 through June 30, 2011) listed in Article 26.01. There will be no deduction each pay period for part time permanent employees. Part time permanent employees will be given credit equivalent to four (4) hours on each holiday for the purpose of computing leave accrual and calculating the benefits tier.

2. Part time permanent employees shall use the TAS code of LEAVE/HUCSD for four (4) hours on the holiday.

5/2010