

ADMINISTRATIVE ORDER NO. 2008-

AN ADMINISTRATIVE ORDER

BY THE MAYOR

**AN ADMINISTRATIVE ORDER TO IMPLEMENT A FURLOUGH  
PLAN AND A HIRING FREEZE DURING FISCAL YEAR 2009;  
AND FOR OTHER PURPOSES.**

WHEREAS, the City of Atlanta FY 2009 budget was adopted by Council and approved by the Mayor; and

WHEREAS, the City of Atlanta continues to monitor its revenue projections for FY 2009; and

WHEREAS, the City collected less revenue than anticipated in the first quarter of FY 2009; and

WHEREAS, the shortfall in anticipated revenues has created a significant gap between anticipated expenses and revenue for FY 2009; and

WHEREAS, governmental entities, including the state of Georgia, and other state and local jurisdictions, are suffering an economic downturn and decreased revenue projections; and

WHEREAS, the extraordinary approach of implementing a furlough system and freezing all non essential hiring for the remainder of the FY 2009 budget is needed to prevent further widening of the city's budget gap.

NOW THEREFORE BY THE POWER VESTED IN ME AS THE MAYOR OF THE CITY OF ATLANTA, pursuant to the City of Atlanta Charter, 1996 Ga. Laws 4469 et seq. Appendix IV, Section 4(c), it is hereby ordered as follows:

**SECTION 1 - SCOPE OF FURLOUGH:** All employees in General Fund departments, irrespective of funding source, are affected by this Administrative Order and shall be furloughed eight (8) hours per pay period. This shall apply to Corrections, Executive Offices, Finance, Fire, Human Resources, Information Technology, Law, Parks Recreation and Cultural Affairs, Planning and Community Development, Police (including E911), Public Works (including Fleet Services and Solid Waste), and employees of the Offices of the Public Defender and Solicitor. This Administrative Order shall not apply to employees in the Judicial Agencies (Court Operations), Municipal Clerk and Council Staff, the Atlanta Fulton County Water Resources Commission, and employees of the Offices of the City Internal Auditor, Ethics Officer and Citizen's

Review Board. All departments or agencies listed above are directed to implement a furlough system effective December 11, 2008, unless otherwise indicated. The effective date for 53 hour employees in the AFR will be December 25, 2008; the effective date for sworn employees of the APD will be December 25, 2008, and the effective date for employees within the Solid Waste Services Division of the Department of Public Works will be January 8, 2009.

**SECTION 2 - FURLOUGH PROCESS FY 2009:** The furloughs shall be implemented as follows:

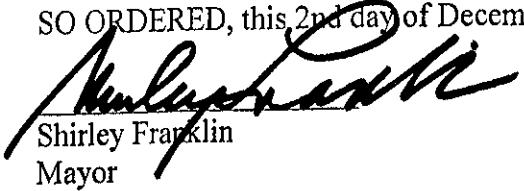
- (a) Employees participating in the Defined Benefit Plans shall continue to contribute based on current salary levels in order to claim creditable service for furlough days, which will be classified and calculated as creditable service for the purpose of determining and calculating any pension benefits;
- (b) Employees participating in the Defined Contribution Plan will participate fully in contributions to receive creditable service for furlough days and shall continue to participate based on compensation level;
- (c) Employees affected by the furlough will continue to accrue vacation and sick days based on a 40 hour work week;
- (d) Employees will not be furloughed on a City holiday, and furlough days taken before or after a holiday will count as days worked for holiday pay computation in accordance with code section 114-414(e);
- (e) The appointing authority will be responsible for planning and scheduling furlough days.

**SECTION 3 - HIRING FREEZE:** Effective immediately, no position which is currently vacant or becomes vacant in the affected agencies listed in Section 1 will be filled except with the approval of the Chief Operating Officer and Chief Finance Officer.

**SECTION 4 - SUPPORT DEPARTMENTS:** The Departments of Human Resources, Finance, Information Technology and Law are authorized to assist with the implementation of this Administrative Order.

**SECTION 5 - EXPIRATION DATE:** The Administrative Order shall remain in effect until June 30, 2009 or until rescinded by the Mayor.

SO ORDERED, this 2<sup>nd</sup> day of December, 2008.

  
Shirley Franklin  
Mayor