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Intermodal Transportation Division
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INFORMATION BULLETIN NO. 09-03

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: Temporary Work Furlough Program

As most of you are aware, the State of Arizona is coping with significant reductions in tax revenues. The State Highway User Fund, which supports ADOT, is also experiencing a significant reduction in revenue collections. To address this issue ADOT has implemented a number of budget saving measures which has not been enough to mitigate the effect of these revenue short falls.

After careful consideration, the Department has found it necessary to implement an employee furlough program for the rest of fiscal year 2009, similar to other State agencies. This furlough applies to all ADOT personnel, and will include all contract employees and Supplemental Services consultants.

Therefore, effective February 21, 2009, contract employees and Supplemental Services consultants will be required to take 8-hours (for full-time consultants) of unpaid leave every two weeks through the rest of the 2009 fiscal year. ADOT will be reducing payment to consultant contracts proportionately. Part-time consultants are also required to take proportional reductions in hours. The unpaid leave must be taken in one single 8-hour time period every two weeks (one complete day off) and reflected in the time sheet submitted with all consultant Payment Reports. Please be sure to indicate the hours as furlough time taken. Payment Reports with more than 72 hours for any two-week time period will be reduced to reflect the furlough. The ADOT Project Manager will work with the consultant to determine the appropriate work schedule.

The furlough is in effect at least through June 30, 2009. Once the FY 2010 budget reductions are known, the Department will re-evaluate the furlough program and any changes will be communicated to consultants. Should you have any questions or require any additional information, please contact the Engineering Consultants Section at (602) 712-7525.

A handwritten signature in black ink, appearing to read "Vivien H. Lattibeaudiere", is written over a horizontal line.

Vivien H. Lattibeaudiere, Ph.D.
Director
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