

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Office of the Chief Human Capital Officer
Washington, D.C. 20507



MEMORANDUM

DATE: July 30, 2024

TO: All EEOC Employees

FROM: Sheila Clark *SClark*
Deputy Chief Human Capital Officer

SUBJECT: Administrative Furlough Notice of Proposed Action Due to Planned Reduction in Agency Expenditures

This memorandum notifies you that the Equal Employment Opportunity Commission (EEOC) proposes to administratively furlough you no earlier than 30 days from receipt of this notice. The administrative furlough is being proposed under the authority of 5 CFR part 752, subpart D to offset a funding shortfall resulting from an increase in the agency's compensation and benefits expense, which currently constitutes the agency's largest mandatory spending requirement. The agency's enacted FY2024 budget remained the same as last year, providing limited resources to fund mandatory and inflationary budget increases. Despite efforts to reduce funding requirements by executing across the board program reductions and implementing a hiring freeze, we currently anticipate expenditures to cover necessary agency operating costs will be in excess of our authorized budget. This administrative furlough is proposed to offset the projected funding shortfall, continue mission critical operations, and avoid a deficit of funds in FY2024.

All EEOC employees are being administratively furloughed for up to eight (8) hours on August 30, 2024. If other similarly situated employees are not being administratively furloughed or are being administratively furloughed for a different number of hours, it is because they (1) are on an assignment not otherwise causing an expenditure of funds to the agency, e.g., reimbursable agreement; (2) are in a position whose duties have been determined to be of crucial importance to this agency's mission and responsibilities, and cannot be curtailed, e.g., political appointees; or (3) are appointed in a part-time position.

We plan to apply the following procedures and conditions related to the administrative furlough:

1. The administrative furlough will be up to eight (8) hours on August 30, 2024. Full time employees will be administratively furloughed no more than eight (8) hours on this date. If you are a part-time employee, your administrative furlough time off will be prorated, based on your work schedule.
2. Due to the uncertain and potential fluctuating amount of funding which may be available in the final quarter of this year, the number of hours required for the administrative furlough is not currently certain. In any event, however, you will be administratively furloughed for no more than eight (8) hours on August 30, 2024. Accordingly, if the decision is made to

administratively furlough, you will be advised in advance the exact number of administrative furlough hours required to allow this agency to meet its financial obligations.

3. Annual, sick, court, or military leave which has been approved for August 30, 2024, will be recorded as an administrative furlough and you will be placed in a non-pay status for the period of the administrative furlough.
4. Employees will use the “103” code in QuickTime to annotate furlough hours for August 30, 2024.

At this time, we do not reasonably anticipate the need for an administrative furlough beyond the eight (8) hours on August 30, 2024. However, should additional administrative furlough days be necessary, employees will be given a separate notice. We recognize the difficult personal financial implications of any furlough, no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. If you have questions, contact the Office of the Chief Human Capital Officer at Furlough@eeoc.gov.

You will be allowed seven (7) calendar days from receipt of this letter to respond orally and/or in writing, to review the supporting material, and to furnish any affidavits or other supporting documentary evidence in your answer. You have the right to be represented in this matter by an attorney or other person you may choose. If you are in active-duty status, you and/or your representative, if an agency employee, will be allowed up to four (4) hours of official time to review the supporting material, seek assistance, prepare your reply, secure affidavits, and statements, consider appropriate courses of action, and make a response. Contact your supervisor to arrange for official time. The deciding official may designate a representative to hear oral replies on their behalf. To arrange for an oral reply or review the supporting materials, please contact the individual listed below:

Steve Schuster, Attorney Advisor, ELRD
Furlough@eeoc.gov

Your written reply should be mailed to the Deciding Official, Kevin Richardson, Chief Human Capital Officer, Attn: Furlough Reply at Furlough@eeoc.gov or in the alternative, mail your reply to: Kevin Richardson, Chief Human Capital Officer, Equal Employment Opportunity Commission, Attn: Steve Schuster, Attorney Advisor, Furlough Reply, 131 M Street NE, Washington, D.C. 20507.

A final written decision, including an explanation of the specific reasons for the action taken, will be given to you as soon as possible after the seven days allowed for your reply.

No decision to administratively furlough you has been made or will be made until full consideration is given to your reply or the reply period has passed.

Upon receipt of this letter, please sign below in acknowledgement and return the letter to the Furlough@eeoc.gov mailbox with a copy to your District Resource Manager (DRM) or Administrative Officer (AO).

I acknowledge receipt of this notice.

Employee's signature

Date_____