



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 23, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of a Voluntary Furlough Policy
Background Information:	<p>Staff are proposing a Voluntary Furlough Policy for non-union regular full-time employees. Both the City and the Employee would benefit from this policy; the City would realize a budget savings while minimizing impact to operations and the workforce, and the employee would benefit by being able to take time off without a requirement to utilize a leave accrual.</p> <p>Through this policy, employees would have the option of taking up to 80 hours of unpaid time off each calendar year with the approval of their Supervisor. For employees that opt for a voluntary furlough, which in turn provides the City with a budget savings, there would be no negative effect on the employees benefits or leave accruals.</p> <p>Staff are proposing this policy as a pilot program to be effective immediately and expire on December 31, 2026. If we have success with the voluntary furlough policy and employees remain interested, we would come back to the Council in 2026 to consider incorporating this into our Personnel Policy manual.</p> <p>If approved by the Council, Staff will connect with the AFSCME union business agent to see if AFSCME union members are interested; if yes, staff will offer this voluntary furlough policy through a Memorandum of Agreement. We are not able to offer this voluntary furlough policy to the LELS union employees due to the inability/challenge of staffing the open shifts with current employees and the overtime compensation that would be necessary to staff an employee's shift while on furlough leave.</p>
Fiscal Impact:	Budgetary savings
Alternative/Variations:	None recommended. If the Council desires additional discussion on this proposal, Staff will schedule a Personnel Committee meeting.
Recommendations:	To approve a Voluntary Furlough Policy