



EXECUTIVE ORDER NO. 2013-1

TO: ALL DEPARTMENT DIRECTORS, AGENCY HEADS, BOARDS, COMMISSIONS, CITY COUNCIL MEMBERS, AND THE CITY CLERK

SUBJECT: REDUCTION OF HOURS FOR NON-UNION EXECUTIVE BRANCH APPOINTEES AND EMPLOYEES

DATE: February 5, 2013

Pursuant to the powers vested in me by the 1963 Michigan Constitution, the 2012 Detroit City Charter, and Section 13-2-18 of the 1984 Detroit City Code, as amended by Ordinance No. 02-13 effective February 4, 2013, I, Dave Bing, Mayor of the City of Detroit, do hereby establish a temporary reduction in hours and resulting pay for non-union Executive Branch appointees and employees.

1. Necessity.

Due to the economic crisis facing the City of Detroit, it has become necessary to take immediate drastic steps in order to reduce personnel and payroll expenses. As an indication of shared sacrifice, I am voluntarily foregoing ten percent (10%) of my annual salary as Mayor for the duration of the budget-required furloughs established through this executive order by donating it back to the General Fund.

2. Application.

This reduction in hours shall apply to all non-union Executive Branch appointees and employees.

3. Implementation.

a) Administrative and Administrator Roster Employees.

For the A, B and C payrolls, the scheduled work hours for all non-union Executive Branch appointees and employees on the Administrative or Administrator Rosters shall be reduced by a maximum of ten percent (10%), or twenty-six (26) work days, in a 12-month period. This reduction in hours shall comply with the *Budget-Required Furlough Schedule* issued by the Mayor's Office.

b) Non-union Executive Branch Employees Not on Administrative or Administrator Rosters.



For the A, B, and C payrolls, the hours for non-union Executive Branch employees who are not on the Administrative or Administrator Rosters shall be reduced by a maximum of ten percent (10%), or twenty-six (26) 8-hour work days, or two hundred eight (208) hours, in a 12-month period. This reduction shall be in compliance with the *Budget-Required Furlough Schedule* issued by the Mayor's Office.

c) **Budget-Required Furlough Days.**

To the extent possible, all Executive Branch departments and offices, including the Mayor's Office and the Office of the City Clerk, shall be closed on budget-required furlough days with advance notice provided both to employees and to the public. Where an individual non-union Executive Branch appointee or employee is required to work on a budget-required furlough day, a substitute budget-required furlough day shall be scheduled for the individual.

d) **Pay Periods Affected.**

Pursuant to City Code Section 13-2-18(a)(1)(a), and subject to the maximums set forth in paragraphs 3a and 3b, above, budget-required furlough days will commence with the pay period including February 11, 2013, and will terminate with the pay period including January 31, 2014.

4. **Departmental Directives.**

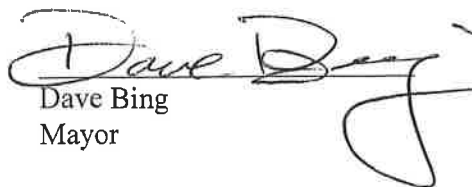
As necessary, departmental directives may be issued to assist in the implementation and on-going management of budget-required furlough days.

5. **Expiration Date.**

In accordance with City Code Section 13-2-18(a)(6), this Executive Order shall expire at 11:59 p.m. on January 31, 2014.

6. **Effective Date.**

This Executive Order is effective today, February 5, 2013.


Dave Bing
Mayor