

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: ALTERNATIVE WORK SCHEDULES
PPM #: CW-P-042

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ISSUE DATE
March 29, 2016
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EFFECTIVE DATE
March 29, 2016
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PURPOSE

To establish policy and procedures for the implementation of alternative work schedules.

UPDATES ARE THE RESPONSIBILITY OF:

Future updates to this PPM are the responsibility of the Human Resources Director.

POLICY

All departments under the Board of County Commissioners shall work a forty hour work week. Departments may establish alternative work schedules within the guidelines of this PPM to meet public service requirements, to increase efficiency and effectiveness, and to accommodate employee needs. The County recognizes that compressed work week schedules can be a benefit to the citizenry by reducing traffic congestion at peak hours.


PROCEDURE

- A. County offices that directly serve the public must remain open between 8:30 am. and 5:00 p.m., Monday through Friday. Starting times and lunch/rest break policies may vary among departments, and some departments may work a compressed work week of four ten-hour days.
- B. Lunch breaks of a minimum of one-half hour are required; rest breaks are optional at the discretion of the Department Head. Employees may not use assigned lunch or rest break time to leave early or to extend sick or vacation time.
- C. The County Administrator or his/her designee may institute an alternative work schedule for

employees within a specific department or division of the County.

In addition, at the discretion of the Department Head, individual employees may be provided the option of selecting an alternative work schedule. Once schedules are assigned, they should not be allowed to make frequent changes. Employees wishing to work a schedule different from the established department schedule must request this in writing to their supervisor, specifying the reasons for the request and the desired schedule. Departments must maintain a record of all approved employee work schedules by employee name and job classification.

- D. In reviewing requests for changes in work schedules for individual employees or entire departments or divisions, Department Heads must consider the impact on staffing needs and service to the public and other agencies. Departments with four (4) ten-hour day schedules must insure there is adequate supervision and security. The Department Head retains the right to determine the numbers and types of employees entitled to participate and to terminate previously approved schedule changes at any time.
- E. Departments with CWA Bargaining Unit employees must follow Article 15, Section 3 of the Bargaining Unit contract.
- F. Holiday leave will be time paid as eight hours. Sick leave, vacation leave, compassionate leave and jury duty will be charged at the number of regularly scheduled daily hours, i.e., 10 hours for four ten-hour work days. Department with four ten-hour day schedules will either revert to an eight-hour schedule on holiday weeks or employees must use two (2) hours of vacation leave.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

- 1. PPM #CW-P-042, dated 02/19/91
- 2. PPM#CW-P-042, dated 11/21/02
- 3. PPM# CW-P-042, dated 4/25/2011