



ADMINISTRATIVE DIRECTIVE

ALTERNATE WORK SCHEDULES	NUMBER 2.01-9	PAGE 1 of 3
	EFFECTIVE DATE December 1, 2016	

I. **PURPOSE**

To state the City's policies regarding alternate work schedules (AWS) and to establish administrative procedures for requesting approval and implementation of alternate work schedules.

II. **POLICY**

Subject to the review and approval of the Human Resources Director, the City allows the use of an AWS in certain work areas when the work schedule:

- Provides improved employee and organization productivity,
- Provides better customer service,
- Provides financial savings or is cost neutral to the organization, and
- Is compatible with other City work cycles and with other organizations that have a connection to the work schedule.

All AWS are subject to review and approval by the Human Resources Director who has been delegated the authority, through the City Manager on behalf of the Mayor and Council, to approve or deny any work schedule changes.

III. **DEFINITIONS**

A. **Alternate Work Schedule (AWS)** – Refers to a fixed schedule whereby the employee's basic work duties are scheduled for less than 10 workdays in each pay period. For example:

4/10 Work Schedule – A schedule in which a full-time employee works 10 hours a day, four days a week.

9/80 Work Schedule – A schedule in which a full-time exempt employee works 9 hours a day for 8 days, and 8 hours for one day.

5/8 and 4/10 Work Schedule – A schedule in which a full-time employee works 8 hours a day for one week **and** 10 hours a day for 4 days the second week of the pay period.

4/9 plus 4 Hours Work Schedule – A schedule in which a full-time employee works 9 hours a day for 4 days **plus** 4 hours for 1 day per week.

B. **Workweek** – For purposes of the Fair Labor Standards Act (FLSA), the City establishes the workweek for non-exempt employees as follows:

1. The normal workweek is a seven consecutive-day period, beginning on Sunday at 12:00 AM, and ending on Saturday at 11:59 PM.



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2. The normal work period for commissioned Fire suppression shift personnel shall be a 15 consecutive-day period, commencing at 8:00 AM April 13, 1986 and continuing in fifteen-day increments thereafter.
3. The workweek period for exempt employees on a 9/80 work schedule begins at either 12:00 PM Friday and ends at 11:59 AM the following Friday, or 12:00 PM Monday and ends at 11:59 AM the following Monday.

C. **Standard Day Off** – The day of the week that the Department Director has scheduled as the employee's regular day off for purposes of an AWS.

IV. **PROCEDURES**

- A. Department Directors may submit a written proposal to implement an AWS to the Human Resources Director. The request should address the impact on customer service and operations of the alternate work schedule. The request should clearly identify the employees affected by the alternate work schedule, the specific work schedule proposed, and the financial impact on the department.
- B. AWS schedules will begin on the first day of the pay period and if terminated, will end on the last day of the pay period.
- C. Unless department operational needs require alternate schedules, employees currently on work improvement plans and/or employees who have been subject to formal disciplinary action or a work improvement plan in the prior 12 months will not be eligible to work an alternate work schedule.
- D. The Human Resources Director will review the request for compliance with the criteria listed in the Policy section of this Directive and for potential impact on other work units.
- E. If an AWS is approved, the Department Director will advise the employees that setting work schedules is a management responsibility and the Department Director may rescind the AWS at any time.
- F. Initial implementation of a 9/80 schedule may result in more than standard hours for the first workweek under the new schedule.
- G. In the event a holiday falls on the employee's Standard Day Off, the Department may designate another day off within the workweek. Credit for the observed holiday shall be as follows:
 1. **Voluntary Alternative Work Schedules** - Employees who request and are granted alternative work schedules in accordance with this directive are credited with 8 hours of holiday pay even if they would otherwise work more



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hours on that day. The department may allow these employees to make up the hours they would have worked during the work week.

- 2. **Mandatory Alternative Work Schedules** - Employees who are required to work four 10-hour shifts or a 9/80 work schedule are credited with the hours scheduled. For example, if a holiday falls on a 9 - or 10-hour workday, the employee's holiday pay is 9 or 10 hours, respectively.
- 3. **24 hour duty** - Fire-Fighters are credited with 12 hours holiday pay.

V. GENERAL INFORMATION

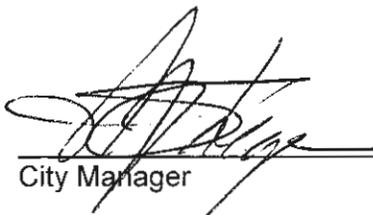
- A. The Human Resources Director's decision regarding AWS is not subject to a review through a grievance process.
- B. Employees assigned to an alternative work schedule will be given a memorandum stating their designated workweek and schedule. A copy of this memorandum is retained the work record file, as required by FLSA.

Appendices None

References None

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on the date of publication. Last review date: 02/01/16.

Authorized



 City Manager
 Michael Ortega

 Date 12/6/16