

TITLE COMPRESSED WORK SCHEDULE

WL-3

PURPOSE

1.0 To implement a procedure for a compressed work schedule for employees in County Government workplaces, and to provide for evaluation of those procedures.

DEFINITION

2.0 Compressed Work Schedule - allows employees to work eighty (80) hours in nine (9) days with the following fixed schedule:

8 days at 9 hours a day, and  
1 day at 8 hours a day.

2.2 Workweek - a workweek is any repeating seven day (168 hours) work schedule. This can also be called a work period.

2.3 Work Schedule - the normal work schedule for County employees is 12:00 A.M. Sunday to 11:59 P.M. Saturday. Four different work schedules for the compressed work schedule were established as follows:

Schedule A - 12:01 P.M. Monday through 12:00 Noon Monday, with the first Monday off during the two week pay period;

Schedule B - 12:01 P.M. Monday through 12:00 Noon Monday, with the second Monday off during the two week pay period;

Schedule C - 12:01 P.M. Friday through 12:00 Noon Friday, with the first Friday off during the two week pay period; and

Schedule D - 12:01 P.M. Friday through 12:00 Noon Friday, with the second Friday off during the two week pay period.

POLICY

3.0 Any full-time unrepresented County Government employee and any employee within the Office, Professional and Technical and Service, Labor and Trade Bargaining Units may, with the supervisor's approval, work a compressed work schedule.

3.1 A compressed work schedule does not affect the employee's salary, benefits, or job responsibilities. The employee is eligible for overtime compensation consistent with Administrative Procedures 4-27, Overtime Compensation for Employees, Grade 25 and Above; 4-28, Overtime Compensation for Exempt Employees Below Grade 25; and 4-29, Overtime Compensation for Non-Exempt Employees. Overtime compensation will not be paid as a result of an employee working a compressed work schedule.

3.2 All requests for participation in the compressed work schedule must be reviewed by the department head, according to the following standards:

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- A. operational requirements must be met;
  - B. service to the public or client population must be maintained or improved;
  - C. costs to the County will not be increased;
  - D. each office or operation must be covered during the normal period of public service; and
  - E. the compressed work schedule will not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of County services and the performance of their official duties.
- 3.3 The supervisor may require the employee to withdraw from the compressed work schedule if operating requirements in 3.2 above are not being met, after giving the employee notice of the problem and a reasonable opportunity to correct the situation.
- 3.4 An employee may withdraw from the compressed work schedule at any time.
- 3.5 It is recognized that some operations within the County Government do not lend themselves to a compressed work schedule. A Department head may exclude organizational units or positions from a compressed work schedule. Where a compressed work schedule is allowed, the department head may specify the schedules and day off that will be available to employees in accordance with operational requirements, and may exclude employees with bona fide performance or attendance problems.
- 3.6 The day off may only be a Monday or a Friday. The options are one of the following days: Schedule A, first Monday in a pay period; Schedule B, second Monday in a pay period; Schedule C, first Friday in a pay period; and Schedule D, second Friday in a pay period.
- 3.7 When a holiday falls on a regularly scheduled day off, department heads are encouraged to schedule the employee on an alternative day off in the pay period in which the holiday falls in lieu of compensatory time. An employee will be granted 9 hours of compensatory time if not scheduled for an alternate day off in the pay period.
- 3.8 If an employee requests annual or sick leave for a day on which the employee is scheduled to work 9 hours, the employee would record 9 hours of annual or sick leave on the time sheet for that day. Similarly, if taking leave on the day the employee is scheduled to work 8 hours, the employee would record 8 hours of leave on the time sheet for that day.
- 3.9 The Compressed Work Schedule will be evaluated by the Work/Life Committee members on a triennial basis.

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GENERAL

- 4.0 Management can assign an employee to be off either the first Monday/Friday or the second Monday/Friday of the two week pay period.
- 4.1 The employee must understand and adhere to the following information in order to participate in the Compressed Work Schedule:
  - A. The Monday or Friday that the employee is scheduled to work 8 hours (every other week) has special significance as this day actually splits work schedules.
  - B. Since the work schedule for all compressed work schedules ends at 12:00 Noon, hours worked before 12:00 Noon are in one workweek and hours worked after 12:00 Noon are in another workweek.
  - C. When the employee works 8 hours on a Monday or Friday (varies depending on the schedule), the hours are split into two different workweeks and in addition for Schedules B and C, the hours are also split between two different pay periods (timesheets).
  - D. It is mandatory that when an employee is scheduled to work for eight hours (one day every two weeks), four hours must be worked before 12:00 Noon and four hours after 12:00 Noon. Failure to follow this requirement could lead to overtime liabilities. Because of the splitting of the workweek, the one eight-hour day scheduled every two weeks cannot be switched to another day during the pay period.

PROCEDURE

- 5.0 Employee Submit the attached Compressed Work Schedule Agreement to the supervisor, including the requested fixed day off in each pay period.
- 5.1 Supervisor Review the Agreement and meet with the employee to discuss the Compressed Work Schedule Agreement, including timekeeping and adjusting the arrangement if necessary to maintain the effectiveness of the work unit.
 

If the supervisor and employee agree to the terms of the Compressed Work Schedule Agreement, the supervisor and employee sign the Agreement, and forward the signed Agreement to the Department Head for approval.

If the supervisor and the employee cannot agree to the terms of the Compressed Work Schedule Agreement, the supervisor must forward a summary of the areas of agreement and disagreement to the Department Head with a copy of the employee's proposal.

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5.2 Department Head Review the Compressed Work Schedule Agreement, and either approve the Agreement or suggest changes to the Agreement for consideration by the employee and supervisor. Attempt to resolve any disagreement between the employee and the supervisor to facilitate implementation of the Compressed Work Schedule Agreement.

Make final decision on the request for compressed work schedule based on standards set out in this procedure for Compressed Work Schedule Arrangements.

Provide a copy of the approved or disapproved Compressed Work Schedule Agreement to the employee, retain a copy for the department's files, and send a copy to the Work/Life Committee c/o Personnel Office.

If the Compressed Work Schedule Agreement is disapproved, the reasons for disapproval must be provided to the employee and the Work/Life Committee.

5.3 Work/Life Committee Maintain a file of Compressed Work Schedule Agreements and conduct a program evaluation on a triennial basis.

AUTHORITY

6.0 Personnel Regulation 9-9(d), Alteration of workday or workweek. Subject to Administrative Procedures established by the Chief Administrative Officer and the Fair Labor Standards Act, employees may request reasonable alterations of their normally scheduled workday or work schedule. In such circumstances, leave time may be granted by the department head on an hour-for-hour basis. Overtime compensation must not be paid an employee who requests an alteration to the regular workday or work schedule.

DEPARTMENTS AFFECTED

7.0 All County Departments

ATTACHMENTS

Compressed Work Schedule Agreement