



MEMORANDUM

RIVERSIDE COUNTY EXECUTIVE OFFICE

Larry Parrish
County Executive Officer

May 22, 2007

TO: Nancy Romero
Clerk of the Board

FROM: Ken Mohr, Assistant CEO

RE: CONTINUANCE

Please continue the following item to June 5, 2007:

3.22 – Facilities Management: Approval for Transition of Custodial Staff to Traditional 40 Hour Work Week Schedule.

2007-05-66

715

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Department of Facilities Management

SUBMITTAL DATE:
May 1, 2007

SUBJECT: Transition of Custodial Staff to Traditional 40 Hour Work Week Schedule

RECOMMENDED MOTION: That the Board of Supervisors approve the proposed plan to transition the custodial staff of Facilities Management from a 9/80 work schedule to a traditional 40 hours per week work schedule

BACKGROUND: In November 1971, the Board of Supervisors approved Policy C-6, Alternate Work Schedules, which outlined the conditions under which a Department could exercise an alternate work schedule. Pursuant to a minute order, this policy was deleted in September of 1974 and again reinstated on May 26, 1998, as Agenda Item 3.20. The policy addresses the need to ensure that County services remain available five days per week. In accordance with Board Policy C-6, Facilities Management is seeking Board of Supervisors and County Executive Office approval to revert custodial staff from a 9/80 work schedule to a traditional 40 hour per week work schedule.

(Cont'd)

Robert Field

Robert Field, Director
Facilities Management

FINANCIAL DATA

| | | | |
|-------------------------------|------|-------------------------|-----------|
| Current F.Y. Total Cost: | \$ 0 | In Current Year Budget: | N/A |
| Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment: | N/A |
| Annual Net County Cost: | \$ 0 | For Fiscal Year: | 2006/2007 |

SOURCE OF FUNDS:

| | |
|----------------------------------|--------------------------|
| Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| Requires 4/5 Vote | <input type="checkbox"/> |

C.E.O. RECOMMENDATION: APPROVE

BY: *Jennifer L. Sargent*
Jennifer L. Sargent

County Executive Office Signature

Policy
 Policy

Consent
 Consent

Dept't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 9/12/06, 3.26

District: All

Agenda Number:

3.22

BACKGROUND (cont'd):

The Custodial Division of Facilities Management provides custodial and housekeeping services to most County-owned buildings and some County-leased buildings. This includes health care clinic facilities and the Inpatient Treatment Facility. The health clinics are operated under the administration of the Community Health Agency (CHA), which operates them five days per week during regular business hours; the Inpatient Treatment Facility operates 24 hours/day, 365 days/year.

Custodial cleaning operations are severely impaired when, with one half of the staff off on Fridays due to the 9/80 work schedule, and by other staffing shortages due to by sick leave call-offs, vacation time, AWOP time, and other absences. This situation negatively impacts the cleaning of County buildings which entails sanitation, vacuuming, surface infection control, trash removal, air quality, stocking of needed restroom supplies, County employee health and welfare, and the general and acceptable appearance of County operated buildings.

The Custodial Division has had an increase in the number of health clinics for which it provides custodial services County-wide. Due to the nature of these service locations, and strict California Health and Safety Codes regulating the daily disposal of bio-hazardous waste, and the legally-required infection control methods mandated to maintain accreditation, Facilities Management has found that the 9/80 work schedule presents significant challenges to its ability to provide the level of cleaning services required.

In addition, many outlying County operated buildings in areas like Temecula, Blythe, Banning, Hemet, Mecca, Murrieta, Corona, and elsewhere are very difficult to clean and maintain in an acceptable condition with the routine 9/80 work schedule staffing shortages. It must also be noted that the Inpatient Treatment Facility requires around-the-clock housekeeping coverage, because of legally-required cleaning, accreditation standards, and JACHO requirements. Several other County-owned and leased buildings not mentioned above also have a critical need to be cleaned properly on the present 9/80 work schedule and need to have their restrooms cleaned and sanitized every day. With ongoing staffing shortages due to the 9/80 work schedule, the only task that can be performed at times trash collection. Although there are generally far fewer County employees working on Fridays due to the 9/80 work schedule, all basic custodial duties must still be performed every Friday for the sake of employee and public health and welfare.

Based on the foregoing, Facilities Management proposes to convert custodial and housekeeping work schedules to a traditional 40 hours per week, thus optimizing existing staff resources. The advantages of the 9/80 work schedule are not sufficient to justify the risk of sacrificing required and mandated County housekeeping and custodial cleaning services.

(Cont'd)

BACKGROUND (cont'd):

The proposed change will affect all custodial and housekeeping staff within the Department, regardless of the location they are assigned to service. By doing so, it will provide for the flexibility needed in reassigning staff to different work locations as deemed appropriate or necessary each work day. Other County agencies, including CHA, RCRMC, the ITF, and others have had the traditional 5/40 work schedule in place for many years. The proposed schedule modification will not only ensure needed staffing coverage at each County building, it will also provide for a fully-committed, fully-available staff, and timely service delivery as required to keep the quality of cleaning services at the highest possible level.