

849

**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 and Housekeeping Staff to 40 Hour Work Week Schedule

RECOMMENDED MOTION: That the Board of Supervisors approve the proposed plan for a phased-in transition of Facilities Management's custodial and housekeeping staff from a 9/80 work schedule to a traditional 5/40 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. 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 transition custodial staff from a 9/80 work schedule to a traditional 40 hour per week work schedule.

(Cont'd)

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

County Executive Office Signature

BY:

Jennifer L. Sargent

Policy

Policy

Consent

Consent

Dept's Recomm.:

Per Exec. Ofc.:

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 operations are severely impaired by having one half of the staff off on Fridays due to the 9/80 work schedule, and by other staffing shortages caused by sick leave call-offs, vacation time, AWOP time, and other absences. The 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.

Facilities Management has experienced an increase in the number of health clinics for which it provides custodial services county-wide. Due to the nature of these service locations, strict California Health and Safety Codes regulating the daily disposal of bio-hazardous waste, and infection control methods mandated by regulatory agencies 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. It should also be noted that the Mental Health Department's Inpatient Treatment Facility requires around-the-clock housekeeping coverage because of legally-required cleaning, accreditation standards, and JACHO requirements.

In addition, many County operated buildings in communities 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. Several other County-owned and leased buildings located in communities not mentioned above also have a critical need to be cleaned properly 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 is 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 transition 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):

After meeting with representatives from LIUNA, Facilities Management has agreed to phase in the transition as follows:

- All housekeepers working in clinics and at the Mental Health Inpatient Treatment Facility will be designated as 5/40 work schedule
- All remote locations, which include the following, will be changed to a 5/40 work schedule:
 - Thousand Palms Animal Campus
 - Palm Desert Sheriff's Station
 - Sheriff's Substation--Washington Street
 - Sheriff's Substation--Highway 111
 - Palm Springs CAC
 - Blythe facilities
 - Perris Sheriff's Station
 - Corona CAC
 - Temecula facilities
 - Buildings served on Car Routes
 - Banning facilities
 - Hemet facilities
 - Sheriff's Communications Building
 - Murrieta facilities
- All new hires to the division and TAP employees will be hired on a 5/40 schedule.

The balance of the custodial division will transition to a 5/40 schedule over time through attrition and voluntary transfers. The last areas to transition will be those that have the highest concentration of county buildings (e.g. downtown Riverside, County Farm) and a sufficient number of assigned custodial staff to allow some flexibility in scheduling; permanent staff assigned to these areas who are currently on a 9/80 schedule will stay on that schedule until the transition is completed.