

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

115



FROM: Human Resources Department

SUBMITTAL DATE:
June 3, 2010

SUBJECT: Approval of Revisions to Board Policy C-6 Alternate Work Schedules and Implementation of the 4/10 Work Schedule as the County Standard.

RECOMMENDED MOTION: Approve the changed hours of operation within the County Administrative Center (CAC) and other non-24 hour operations throughout the County. Approve changes to Board Policy C-6 Alternate Work Schedules [Attachment A (Strikeout and Final)].

BACKGROUND: On June 10, 2008 agenda item #3.36, the Board adopted a recommendation to reaffirm Board Policy C-6 Alternate Work Schedules and Board Policy K-3 Telecommuting Schedule. The Board encouraged Department Heads, based on the specific business needs of the department and the job requirements of their employees, to broaden the use of non-synchronized 4/10 work schedules. Since August 13, 2009, the County of Riverside has closed many facilities including the CAC on Fridays in an effort to save money and prevent or reduce layoffs, and as a measure to ensure sufficient coverage while employees furloughed.

Barbara A. Olivier

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Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

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: *Karen L. Johnson*

Karen L. Johnson

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

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

Prev. Agn. Ref.: 6/10/2008 #3.36 | **District:** All | **Agenda Number:**

3.18

BACKGROUND continued:

Utility usage has decreased because of the Friday building closures; electricity usage dropped 10% overall, water/sewer usage dropped 11.5%, and natural gas usage was reduced by almost 1%. The dollar amounts of the savings were considerably lower due to increased energy costs overall, resulting in total estimated annual savings of \$585,538.

Although the reduction in the number of days per week that some County buildings are open has resulted in a service reduction to the community, it appears that the public recognizes the County's need to save money and has adjusted to the building closures.

4/10 work schedules, if implemented appropriately, serve the following purposes:

- Maximize County resources by reducing overhead costs; i.e. less draw on County resources; office space, desktop PC's, utility use, parking spaces, maintenance, gas, etc.
- Save employee personal vehicle expenses associated with the daily commute of reporting to their central office.
- Improve the air quality of the Inland Empire, and help the County meet its Emission Reduction Strategy (ERS) goals set forth by the South Coast Air Quality Management District (AQMD) by reducing the number of miles commuted and varying travel times.

More employees have changed to a 4/10 work schedule in 2009/10. In May 2009 only 1,898 of County employees participated in the 4/10 work schedule; that number increased 32% to 5,911 by May 2010. The Human Resources Department has conducted a survey on the impact of the implementation of the 4/10 schedule in some departments. The survey was conducted to determine the effectiveness of this transition.

The following is a summary of the results:

1. 82.9% of respondents who have transitioned to 4/10 schedules said that there have there been no disruptions to regular duties or customer service.
2. 89.7% of respondents noted that the 4/10 schedule had a positive impact on the way their department operates.
3. 52.8% reported that the implementation of the 4/10 schedule presented no challenges (e.g. maintaining office coverage, scheduling meetings, etc.).

In order to continue effective operations while saving money, we are requesting that the Board approve a four day (Monday through Thursday) schedule for County buildings and staff. Currently, about 1/3 of the County workforce is on a 4/10 schedule. If this proposal is approved, staff would work a synchronized 4/10 schedule unless business needs dictate a different arrangement or schedule. Departments on 4/10 schedules will be expected to expand hours of operation on the days they are open. The CAC's public access will be expanded by one hour per day to 7:30 a.m. to 5:30 p.m. Monday through Thursday.

It is important to note that the District Attorney's Office, Law Offices of the Public Defender, Probation Department, Riverside County Regional Medical Center, Sheriff's Department, and the Department of Public Social Services-Protective Services are exempt from this proposal as it is not practical to limit these services to a Monday through Thursday schedule.

The Human Resources Department will assist departments with notifying employees and labor groups, and will help departments identify potential solutions to address hardships imposed upon employees by changing to the 4/10 schedule. Human Resources will also work with departments and labor groups to ensure the County meets our collective bargaining obligations as we implement this change.

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:	<u>Policy Number</u>	<u>Page</u>
ALTERNATE WORK SCHEDULES	C - 6	1 of 1

Policy:

It is the policy of the Board of Supervisors to assure that services of the County will be available to meet the needs of its citizens. In accomplishing that goal, it is the intent of the Board to encourage the use of alternate schedules where possible. The 4/10 schedule (4 days per week/10 hours per day, Monday through Thursday) is the standard work schedule for the County Administrative Center (CAC) and all non-24 hour operations throughout the County.

It is advisable to consider an option for employees to elect a voluntary furlough or an alternate schedule and work location if their normal work location is closed on Fridays. These exceptions should be based on legitimate business needs and shall not negatively impact service levels provided by a department.

Other forms of schedules (including the traditional 8:00 to 5:00 M-F) are permissible provided the following conditions are met:

1. Use of the alternate schedule shall not result in overtime.
2. Use of the alternate schedule shall commence on the first day of a pay period and end with the last day of a pay period.
3. The alternate work period shall not require the County (or its departments) to make any changes to Time and Labor reporting methods and payroll processes.

Departments may change an employee's schedule by giving the employee and the employee's Union (if applicable) two weeks (one pay period) notice.

Where feasible, County offices will be closed on Fridays. Departments are encouraged to expand the hours they provide services Monday through Thursday where possible.

This policy does not apply to The District Attorney's Office, The Law Office of the Public Defender, Probation Department, Riverside County Regional Medical Center, Sheriff's Department, and Department of Public Social Services-Protective Services.

A department that has a business need to remain open beyond Monday through Thursday (with the exception of those already determined to be exempt from this change) must obtain approval from the County Executive Officer.

Reference:

Minute Order dated 11/16/71
Minute Order 3.20 of 05/26/98
Minute Order 3.36 of 06/10/08

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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ALTERNATE WORK SCHEDULES	C - 6	1 of 1

Policy:

It is the policy of the Board of Supervisors, ~~where departments are transitioning away from synchronized 9/80 schedules, to assure that services of the County will be available five days per week. to meet the needs of its citizens~~ In accomplishing that goal, it is ~~not~~ the intent of the Board to ~~deterencourage~~ the use of alternate schedules. To that end, any schedule proposed by departments that does not accommodate some ~~from of~~ alternative to the traditional 8:00 a.m. to 5:00 p.m. work week will require the approval of the County Executive Officer. The standard for such recommendation and approval will be service levels for the agency/department mission and the constituency served where possible. The 4/10 schedule (4 days per week/10 hours per day, Monday through Thursday) is the standard work schedule for the County Administrative Center (CAC) and all non-24 hour operations throughout the County.

~~Definition of an Alternate Work Schedule:~~ It is advisable to consider an option for employees to elect a voluntary furlough or an alternate schedule and work location if their normal work location is closed on Fridays. These exceptions should be based on legitimate business needs and shall not negatively impact service levels provided by a department.

~~A four-day work week, ten-hour day for employees, keeping offices open five days a week, is permitted on a departmental basis, and if a department so desires, it can extend its work week to seven days. Any department desiring to proceed under one or the other proposals, must submit the proposed plan to the Board for approval before proceeding.~~

~~An alternative work period is~~ Other forms of schedules (including the traditional 8:00 to 5:00 M-F) are permissible ~~upon~~ provided the following conditions are met:

- ~~1. Use of the alternate work periods~~ schedule shall not result in creating overtime.
- ~~2. Use of the alternate work periods~~ schedule shall commence on the first day of a pay period and end with the last day of a pay period.
- ~~3. The total normal work time shall regularly be 80 hours per pay period.~~
- ~~4.3. The alternate work period shall not require any change in the style of the attendance report~~ County (or the method its departments) to make any changes to Time and Labor reporting for salary or related purposes. ~~methods and payroll processes.~~

Departments may change an employee's schedule by giving the employee and the employee's Union (if applicable) two weeks (one pay period) notice.

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Where feasible, County offices will be closed on Fridays. Departments are encouraged to expand the hours they provide services Monday through Thursday where possible.

This policy does not apply to the ~~The~~ District Attorney's Office, The Law Office of the Public Defender, Probation Department, Riverside County Regional Medical Center (RCRMC), Sheriff's Department, and Department of Public Social Services-Protective Services.

~~6. Ten hour work days shall be deemed 1 1/4 days and computations made accordingly.~~

A department that has a business need to remain open beyond Monday through Thursday (with the exception of those already determined to be exempt from this change) must obtain approval from the County Executive Officer.

Reference:

- Minute Order dated 11/16/71
- Minute Order 3.20 of 05/26/98
- Minute Order 3.36 of 06/10/08