

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

748



**FROM:** Human Resources Department


**SUBMITTAL DATE:**  
July 28, 2010

**SUBJECT:** Non-Synchronized 4/10 and Telecommuting Alternative Work Arrangements

**RECOMMENDED MOTION:** Receive and file this update on the utilization of non-synchronized 4/10 and Telecommuting Alternate Work Arrangements.

**BACKGROUND:** On June 10, 2008 agenda item 3.36, the Board adopted a recommendation to reaffirm Alternate Work Schedules Policy C-6 and Telecommuting Schedule Policy K-3. 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 and/ or Telecommuting. On July 2, 2009, Agenda item #3.65, HR submitted an update to the Board regarding the employee participation in various alternate work arrangements. At that time, the Board requested a subsequent update in one year.

Departmental Concurrence

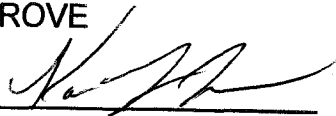
  
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 Barbara Olivier  
 Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	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:	10/11

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
 \_\_\_\_\_  
 Karen L. Johnson

**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

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

**Prev. Agn. Ref.:** July 2, 2009, #3.65 | **District:** ALL | **Agenda Number:**

**3.49**

**BACKGROUND continued:**

**Alternative Work Schedules:**

In FY 2009/10, County-wide furloughs were implemented, resulting in Friday closures for many departments. On June 15, 2010, Agenda item 3.18, the Board approved the closure of most County buildings on Fridays and the implementation of the 4/10 schedule as the County standard in order to save money and prevent or reduce layoffs. As a result of these two actions, the use of the 4/10 workweek has increase dramatically.

Attachment "A" provides detailed department level data regarding employee alternate work arrangements from January 2009 to July 2010. Summary data is provided in the table below, while Attachment "A" provides a breakdown by department. The information indicates a migration to the 4/10 schedule after the Board approved the schedule change. The data reflects that prior to the Board approval of the 4/10 schedule, 1,749 employees (9% of employees) participated in the non-synchronized 4/10 Work Schedule. After the Board approved the 4/10 work schedule, 7,683 (42% of employee) participated in the 4/10 Work Schedule. To date a nominal number of employees have participated in telecommuting. Numbers will fluctuate as departments continue to transition to the 4/10 schedule and record their data in the PeopleSoft system.

**Summary Statistics:**

Work Schedules	Number of Employees* <sup>1</sup> Jan 2009	Percent of Total Jan 2009	Number of Employees* July 2010	Percent of Total July 2010
5/40	4,358	23%	2,566	15%
9/80	8,443	45%	3,232	18%
4/10	1,749	9%	7,683	43%
Other** <sup>2</sup>	4,353	23%	4,284	24%
No Schedule	0		16	
Total Regular Employees	18,903	100%	17,781	100%

Indications are that the Board's actions of June 2010 have significantly changed employee work arrangements while allowing department flexibility to maintain operational hours as business needs require.

<sup>1</sup> \*Data captured from recordkeeping (PeopleSoft) System

<sup>2</sup> \*\*Other work schedules include the 4/9, 3/12, 2/12, 7/12 and other federally mandated schedules primarily used by RCRMC, Sherriff and Probation departments.

County of Riverside  
Comparative Work Schedule Data

ATTACHMENT A

January 2009  
Work Schedules

July 2010  
Work Schedules

Department Name	January 2009				July 2010				Telec ommu te	Percent of Employees on 4/10	Telec ommu te	Percent of Employees on 4/10			
	Filled Positions	Total W/Sched	No Sched	4/10	5/40	9/80	Other	Filled Positions					Total W/Sched	No Sched	4/10
AGRICULTURAL COMM	51	51		10	4	37	0	52	52		49	1	2		94%
ASSESSOR	453	453		142	49	262	0	395	395		180	6	209		46%
AUDITOR CONTROLLER	115	115		0	17	98	0	99	99		9	1	89		9%
BOARD OF SUPV	57	57		0	35	22	0	63	63		51	11	1		81%
CFD	5	5		0	2	3	0	5	5		5				100%
CHILD SUPPORT SVCS	385	385		243	31	111	0	353	353		237	15	101		67%
COMMUNITY HEALTH	1,510	1,510		105	370	1,035	0	1,276	1,276	4	588	115	569		46%
COOP EXT	5	5		0	5	0	0	5	5			5			0%
COUNTY COUNSEL	73	73		0	18	55	0	67	67		1	1	65		1%
CSA 152 NP	23	23		1	11	11	0	31	31		12	11	8		39%
DISTRICT ATTORNEY	837	837		18	356	437	26	788	788		17	347	403	21	2%
DPSS	3,284	3,284		266	282	2,736	0	3,129	3,129	1	3,026	5	97		97%
EDA	374	374		1	109	264	0	349	349		339	7	3		97%
EXECUTIVE OFFICE	32	32		0	9	23	0	28	28		28				100%
FACILITIES	536	536		0	150	386	0	579	579		412	94	71	2	71%
FIRE	194	194		8	8	118	20	188	188		134	1	34	19	71%
FLOOD	238	238		14	14	148	76	235	235		227	7	1		97%
HUMAN RESOURCES	391	391		13	37	341	0	352	352	3	215	24	110		61%
IHSS	26	26		2	2	20	4	25	25		25				100%
INFORMATION TECHNOLOGY	199	199		15	64	120	0	177	177		150	8	19		85%
LAFCO	5	5		0	1	4	0	5	5		4	1	4		0%
MENTAL HEALTH	965	965		14	543	404	4	914	914		678	144	86	6	74%
OASIS	63	63		0	2	61	0	59	59	1	52	6			0%
OFFICE ON AGING	68	68		0	22	46	0	59	59		55	4			93%
PARKS	92	92		3	60	29	0	96	96		19	58	19		20%
PROBATION	879	879		0	185	101	593	795	795		91	157	91	547	0%
PUBLIC DEFENDER	299	299		0	246	53	0	270	270		44	226			0%
PURCHASING	140	140		0	47	93	0	127	127		118	3	6		93%
RCA OPS	10	10		0	7	3	0	9	9		8	1			0%
RCRMC	2,322	2,322		52	1,176	373	721	2,388	2,388	7	110	1,143	247	881	5%
REGISTRAR OF VOTERS	35	35		0	12	23	0	32	32		32				0%
SHERIFF	4,040	4,040		168	282	601	2,989	3,802	3,802		302	146	546	2,808	8%
TLMA	797	797		249	163	385	0	679	679		516	7	156		76%
TREASURER/TAX	115	115		82	10	23	0	104	104		101		3		97%
VETERANS SVCS	12	12		0	2	10	0	12	12		9		3		75%
WASTE MGMT	220	220		67	25	128	0	197	197		64	10	123		32%
WRMD	53	53		14	2	37	0	37	37		6	1	30		16%
<b>Total Count</b>	<b>18,903</b>	<b>18,903</b>	<b>0</b>	<b>4,358</b>	<b>1,749</b>	<b>8,443</b>	<b>4,353</b>	<b>17,781</b>	<b>17,781</b>	<b>16</b>	<b>2,566</b>	<b>7,663</b>	<b>3,232</b>	<b>4,284</b>	<b>43.21%</b>