

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

878



FROM: Human Resources Department

SUBMITTAL DATE:
June 5, 2013

SUBJECT: Approval of Revisions to Hours of Operation and Board Policy C-6 Alternate Work Schedules, returning to the 9/80 Work Schedule as the County Standard.

RECOMMENDED MOTION: Approve the return to Monday through Friday, 8:00 a.m. to 5:00 p.m. standard hours of operation for County business hours, as well as revisions to Board Policy C-6 Alternate Work Schedules (Attachment A), which will replace the 4/10 schedule with the 9/80 work schedule as the County Standard.

BACKGROUND: As of August 13, 2009, the County of Riverside closed many facilities including the County Administrative Center on Fridays in an effort to save money, to prevent/reduce layoffs, and as a measure to ensure sufficient coverage while employees furloughed. To achieve these savings, the Board adopted a four day (Monday through Thursday) synchronized 4/10 schedule for most County buildings and staff. [Note: certain Departments and locations were exempted from this schedule as it was not practical to limit these Departments' services to a Monday through Thursday schedule].



 Barbara A. Olivier
 Asst. County Executive Officer/Human Resources Director

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:	2013/14

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: 

 Ivan M. Chand 6/6/2013

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

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

Prev. Agn. Ref.: 6/15/2008, 3.18 **District:** All **Agenda Number:**

BACKGROUND continued:

As employees are no longer subject to mandatory furloughs, the use of the synchronized 4/10 schedule as the standard work schedule for the County Administrative Center (CAC) and other non-24-hour operations no longer accommodates the business needs of the County or the public we serve. As such, we are requesting that the Board approve the new change in the hours of operation of the County Administrative Center (CAC) and other non-24-hour operations throughout the County to Monday through Friday 8:00 a.m. to 5:00 p.m., effective July 25, 2013. If approved, this change will assure that the County returns to service levels that were available prior to cost-saving initiatives (such as furloughs) - five days a week (Monday through Friday) with the public's access (where applicable) occurring from 8:00 a.m. to 5:00 p.m. The delay in implementing this policy is designed to provide employees with adequate notice to adjust their personal schedules, such as child care arrangements, to the new requirements as needed

It is the intent of the Board to assure that services are available five days per week. However, the standard work schedule shall be the 9/80 work schedule, unless business needs require a different schedule arrangement. Alternate work schedules will be made available in accordance with the attached Board Policy. Please note 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, the Sheriff's Department, and the Department of Public Social Services.

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 9/80 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

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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 five days per week, Monday through Friday from 8:00 am to 5:00 pm. In accomplishing that goal, it is the intent of the Board to encourage the availability and use of alternate schedules where possible.

The 9/80 schedule is the standard alternative work schedule of the County, except for 24-hour operations, unless business needs dictate a different schedule arrangement. Any schedule proposed by departments that does not accommodate some form of alternative (to the Monday through Friday 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 needed to meet the agency/department mission and the constituency served.

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.
4. The total normal full-time schedule shall regularly be 80 hours per pay period.

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

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, the Sheriff's Department, and the Department of Public Social Services.

Reference:

Minute Order dated 11/16/71
Minute Order 3.20 of 05/26/98
Minute Order 3.36 of 06/10/08
Minute Order 3.18 of 06/15/10
Minute Order 3.xx of xx/xx/xx

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~~The 9/804/10 schedule is the standard alternative work schedule of the County, except for 24-hour operations(4 days per week/10 hours per day, Monday through Thursday) is the standard work schedule, unless business needs dictate a different schedule arrangement for the County Administrative Center (CAC) and all non-24 hour operations throughout the County. Any schedule proposed by departments that does not accommodate some form of alternative (to the Monday through Friday 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 needed to meet the agency/department mission and the constituency served.~~

~~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.
- 3.4. The total normal full-time schedule shall regularly be 80 hours per pay period.

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, the Sheriff's Department, and the Department of Public Social Services.

~~and Department of Public Social Services-Protective Services.~~

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~~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

Minute Order 3.18 of 06/15/10

Minute Order 3.xx of xx/xx/xx