

# **ADMINISTRATIVE REGULATION**

**Subject Category: ADMINISTRATIVE &  
PERSONNEL MATTERS**

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## **ALTERNATE WORK SCHEDULES**

### **I. PURPOSE**

The purpose of this regulation is to implement District adopted policies pertaining to alternate work schedules.

### **II. GENERAL**

- A. Alternate work schedules authorized under Section II. A. of Board Policy No. 231 are as reflected in Exhibit A (attached).**
- B. There will be two cycles per year with effective dates beginning in April and October (concurrent with Daylight Savings Time changes). Opportunities to enroll occur 4-6 weeks before the effective date of each cycle.**

Due to the nature of their assignments, employees in some positions may have less flexibility than others relative to use of alternate work schedules. However, all employees are encouraged to review with their supervisors, ways to achieve reasonable work schedule flexibility in accordance with this Board Policy and Administrative Regulation (BPAR). In every case, the final decision as to the availability of an alternate work schedule rests with the responsible Assistant General Manager (AGM).

- C. Operational needs shall be the primary consideration in decisions to approve or disapprove employee requests for alternate work schedules. Related criteria and priorities shall be determined by the General Manager and may include performance considerations.**
- D. Records shall be maintained by the District which reflect both the basic work schedule and the approved alternate work schedule, if applicable, for each position. Such records shall include at least the following:**

1. A copy of each approved alternate work schedule request shall be kept in the employee's personnel file which is maintained by the Human Resources (HR) Department.
  2. Each supervisor shall maintain a current record which describes the basic work schedule and any approved alternate work schedule for each employee and position in the work unit.
- D. Except as otherwise provided herein, time off for employees with alternate work schedules shall be requested and approved in accordance with standard District procedures. Supervisors should consider availability of leave time prior to granting leave requests.
- E. For all employees, including those with approved alternate work schedules, compensatory time off (CTO) accrual is only permissible after the employee has actually worked 40 hours in a calendar week, and as otherwise provided in District policies and procedures on compensatory time off.
- F. Nothing in this Administrative Regulation precludes the responsible AGM's discretion to authorize short-term adjustments of work schedules as required by the needs of the District.

### III. PROGRAM

- A. An approved alternate work schedule may be revoked at the discretion of the District due to operational considerations which may include performance problems and related issues involving the availability of supervisory personnel. When this is to occur, the employee should be notified at least two weeks in advance of the effective date.
- B. An employee with an alternate work schedule who changes work locations and/or positions will revert to the basic work schedule for his/her new position. An employee in this situation may request an alternate work schedule within 10 working days of the change.
- C. New employees may request to participate in this program. Such requests must be made within ten working days of employment. Such requests shall be approved only to the

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extent that they can be accommodated without adverse operational impact and without requiring changes in previously approved alternate work schedules of other employees.

- D. Approval of the responsible AGM on the request form is required prior to implementation of each alternate work schedule.
- E. A copy of each approved alternate work schedule request must be submitted by the responsible AGM to HR for the employee's personnel file.
- F. A copy of each alternate work schedule request which is not approved must be submitted by the responsible AGM to the HR Manager.
- G. An employee whose request for an alternate work schedule is not approved should address any related concerns through supervisory channels to his/her department's AGM.
- H. The Assistant to the General Manager will be the coordinator of the Alternate Work Schedule program.
- I. Situations may arise in which all alternate work schedule requests submitted by 2 or more employees cannot be approved due to coverage problems or other operational concerns. When this happens:
  - 1. The affected employees should be advised by the AGM or his/her designee as to why their requests are regarded as conflicting and why both or all requests cannot be approved as submitted. The employees should then be given the opportunity to collaboratively develop a proposal which would provide for each of them an acceptable alternate work schedule. Such proposals can only be approved if the alternate schedules proposed also meet all requirements of this Administrative Regulation and Board Policy No. 231, Alternate Work Schedules. This could include plans pre-approved by the AGM under which employees within a department could switch days off one time during the cycle.
  - 2. Whenever a conflict is not resolved through the process described in the paragraph above, AGMs will next apply the following criteria in the order listed in deciding which of the conflicting alternate work schedule requests is to be approved:

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- a. Any criteria which does not conflict with provisions of this BPAR or other District policies and procedures and to which all affected employees have agreed in writing.
  - b. When conflict exists between requests of a supervisor and an employee in his/her unit, the request of the supervisor shall be given priority.
  - c. Approval of the request of the employee who has most often been denied his/her preferred alternate work schedule.
  - d. Approval of the request of the employee who has most recently been denied his/her preferred alternate work schedule.
  - e. When conflict exists as a result of coverage requirements, the request of an employee who has back-up responsibility for providing the coverage in question should be approved before that of another employee who has primary responsibility for providing the coverage in question.
3. Whenever such conflict is not resolved through either of the processes described above, decision should be made through a lottery process in which the supervisor draws names in the presence of witnesses, including the employees involved, if feasible.

**J. Vacation and Sick Leave**

Except as provided below in section III. N., charges for vacation and sick leave use by an employee with an alternate work schedule will be based on the alternate work schedule.

1. For employees with a 4/40 or 9/80 work schedule, the number of leave hours charged for each absence will be the same as the number of work hours missed.
2. For employees with a 4/37.5 work schedule, the number of leave hour charged for each absence will be as follows.

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- a. Absence of less than a full work day - actual number of work hours missed. (In no event will an exempt employee's base pay be reduced for a day on which they actually work any time at all. See Administrative Regulations Nos. 278 and 280.)
  - b. Absence of one full work day - actual number of work hours scheduled plus one half hour if the absence falls on 1 of the 3 days with 9.5 work hours, and/or actual number of work hours scheduled plus one hour if the above falls on the one day with 9.0 work hours.
  - c. Absence of one full work week - 40 hours.
3. For employees with a 9/75 work schedule, the number of leave hours charged for each absence will be as follows:
- a. Absence of less than a full work day - actual number of work hours missed. (In no event will an exempt employee's base pay be reduced for a day on which they actually work any time at all. See Administrative Regulations Nos. 278 and 280.)
  - b. Absence of one full workday - same as the number of work hours missed if during a 5 day work week, and actual number of work hours scheduled plus 1.25 hours if during a 4 day work week.
  - c. Absence of one full work week - 40 hours.

**K. Jury Duty/Witness Duty**

Employees on jury duty/witness duty will receive full pay, and their time will be recorded in accordance with their approved alternate work schedules and as otherwise provided in District policies and procedures on jury duty/witness duty.

**K. Military Leave**

Employees on paid temporary military leave of absence shall receive full pay as defined and otherwise provided in BPAR No. 274 and their time will be recorded in accordance with their approved alternate work schedules.

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**M. Work Schedules and Time Off During Weeks Which Include Regular Holidays**

1. During any calendar week which includes a regular District holiday, an employee with an alternate work schedule will revert to the basic work schedule for his/her position.
2. When an employee covered by the provision immediately above requests to also take another day off during the same calendar week and operational needs will not be adversely affected, the request should be approved, if the employee has sufficient holiday, vacation or CTO credits available to cover the absence or elects to take the time off without pay. Such absence must be charged against accrued vacation, holiday or CTO credits or as unpaid leave. In this situation, the number of hours charged against accrued vacation, holiday or CTO credits or unpaid leave will be the same as that which would be charged for an employee in the same position who does not have an alternate work schedule.

**N. Time Off During Weeks That Do Not Include Regular Holidays**

1. CTO use must be charged according to the number of hours in the employee's alternate work schedule for each day off taken, except as specified below.
2. Available CTO and/or vacation credits may be combined with a holiday credit when necessary to provide full pay for a day off taken by an employee with an alternate work schedule. Except as provided above, use of holiday credits cannot be authorized for an employee with an alternate work schedule who has none or an insufficient number of hours of CTO or vacation credits available for use unless the employee elects not to be paid for the additional hours or the employee elects to work the full amount of time necessary to receive pay for the entire day.

**O. Overtime Work**

Employees on alternate work schedules will still be required to obtain prior approval, in accordance with District policies and procedures before working any overtime.

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**IV. ATTACHMENTS**

**A. Exhibit A**

**Table of Basic Work Schedules and Authorized Alternate  
Work Schedules**

**Contact position: Assistant to the General Manager**

Board Policy and Administrative Regulation No. 231  
Alternate Work Schedule

Work Schedules Authorized Under Section II, A.

| Work Schedule                                  | Per Week Days/Hours | <u>Day 1</u> <u>Day 2</u> <u>Day 3</u> <u>Day 4</u> <u>Day 5</u> <u>Day 6</u> <u>Day 7</u> <u>Day 8</u> <u>Day 9</u> |      |      |      |     |      |      | How vacation and sick leave use is charged |   |
|--|---------------------|--|------|------|------|-----|------|------|--|---|
|  |                     |  |      |      |      |     |      |      |  |   |
| <b>I. Basic Work Schedules</b>                 |                     |  |      |      |      |     |      |      |  |   |
| 5 Day  | 5/40                | 8.0  | 8.0  | 8.0  | 8.0  | 8.0 | n/a  | n/a  | n/a  | same as work hours missed   |
|  | 5/37.5              | 7.5  | 7.5  | 7.5  | 7.5  | n/a | n/a  | n/a  | n/a  | actual work hours missed plus 1/2 hour  |
| <b>II. Authorized Alternate Work Schedules</b> |                     |  |      |      |      |     |      |      |  |   |
| 4 Day  | 4/40                | 10.0   | 10.0 | 10.0 | 10.0 | off | n/a  | n/a  | n/a  | same as work hours missed   |
|  | 4/37.5              | 9.5  | 9.5  | 9.5  | 9.0  | off | n/a  | n/a  | n/a  | actual work hours missed plus 1/2 hour for absences on 9.5 hour days and actual work hours missed plus one hour for absences on the 9.0 hour day          |
| 9 Day  | 9/80                | 8.0  | 8.0  | 8.0  | 8.0  | 8.0 | 10.0 | 10.0 | 10.0                                       | same as work hours missed   |
| 9 Day  | 9/75                | 8.0  | 8.0  | 8.0  | 8.0  | 8.0 | 9.0  | 9.0  | 8.5  | a) same as work hours missed for absences during 5 day work week and, b) actual work hours missed plus 1.25 hours for absences during the 4 day work week |

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