



# **Regulations for Alternate Work Schedules Pursuant to Personnel System Rules and Regulations 19.10**

## **General Provisions**

1. The City's standard work schedule for a full-time employee is a 5/8 work schedule based on five (5), eight (8) hour work days, with the workweek beginning Sunday at 12:00 a.m. and ending Saturday at 11:59 p.m., unless otherwise authorized by MOU. Where necessity requires, employees may work an alternate work schedule, subject to the approval of the City Manager.
2. The City has implemented the following alternate work schedules:
  - a) 9/80 work schedule
  - b) 4/10 work schedule
  - c) 12/84 work schedule (Available for "Shift Operators" for Water Treatment Plant and Wastewater Treatment Plant)
3. An alternate work schedule may be requested by the employee or Department Director. The Department Director will document why necessity requires a different work schedule. The Department Director will submit the request for the alternate work schedule to the City Manager for final approval.
4. Alternate work schedules are arrangements in which employees work modified days by shifting some work hours to periods of time outside of the standard work schedule. Alternate work schedules are designed to meet the needs of the department and city to benefit customer service through improved employee productivity. Potential negative impacts on customer service and the operation of a department or division shall take precedence over all other objectives and concerns related to a proposed alternate work schedule.
5. Employees assigned to an alternate work schedule shall be required to sign these guidelines applicable to their respective alternate work schedule. This acknowledgement includes, but is not limited to, conditions such as: declared workweek or period, work hours, holidays, and lunch breaks.
6. Employees are encouraged to arrange discretionary personal and doctor's appointments on their designated days off.
7. There will be a calendar made for staff and payroll purposes showing the various schedules so that all work schedules of participating staff are easily identified.
8. The trading of schedules between employees or changing days off is not allowed.

9. City has the management right to direct its work forces, therefore work schedules may be changed, modified and/or altered in the city's discretion unless otherwise authorized by M.O.U.

**9/80 Alternate Work Schedule**

1. The 9/80 alternate work schedule shall be from mid-day Friday to mid-day Friday or mid-day Monday to mid-day Monday. The 9/80 work schedule will be based on eight (8), nine (9) hour workdays, and one (1), eight (8) hour workday, to be completed within a block of two (2) calendar weeks. The following are two examples:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9	9	9	9	4 4	Off
Off	9	9	9	9	Off	Off
Off	9	9	9	9	4 4	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4 4	9	9	9	9	Off
Off	Off	9	9	9	9	Off
Off	4 4	9	9	9	9	

2. Eligibility for overtime for FLSA non-exempt employees:
  - a. Hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of time and one-half.
  - b. Overtime is accrued to compensatory time or paid overtime at the Department Director's discretion. In the event employees can schedule straight time off within the same workweek where extra work hours were incurred, no overtime will be accrued.

3. Break Time Rules:

Morning and afternoon break times are provided and shall be taken as noted:

A fifteen (15) minute rest period for every four (4) hours worked, insofar as practicable, to be scheduled at the discretion of the supervisor.

Lunch:

Employees working the 9/80 schedule will generally take an unpaid one (1) hour break for lunch.

4. On any holiday that falls on a scheduled nine (9) hour workday, participating employees shall submit a leave slip for the time off taken in addition to any holiday hours given. For example: on July 4th, eight (8) holiday hours are granted. Therefore, the employee shall submit a leave slip for one hour of vacation to account for the nine (9) hour workday.
5. In the event a holiday falls on a day that the employee is regularly scheduled off, that employee shall be given the closest workday off, if the closest workday off is a nine (9) hour workday, the employee shall submit a one (1) hour time off slip to account for the eight (8) hour holiday, plus the one (1) hour difference in scheduled time.

6. All participants will be assigned their 9/80 schedules by their supervisor. As such, in determining assignments, the supervisor will take into consideration staff coverage for complementary assignments within a division or department. For example, two individuals assigned to reception duties shall not take the same days off. The trading of schedules between employees or changing days off is not allowed.
7. Any leave time (sick, vacation, etc.) used will be for the number of hours that the employee is scheduled to work on the schedule. For example, for a full day off when scheduled for nine (9) hours, nine (9) hours of leave must be taken off and a leave slip turned in. Sick time accrual will remain at the standard eight (8) hours per month.

**4/10 Alternate Work Schedule**

1. The 4/10 alternate work schedule shall begin on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. The 4/10 alternate work schedule will be based on four (4) ten (10) hour workdays. The following is an example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10	10	10	10	Off	Off
Off	10	10	10	10	Off	Off
Off						

2. Eligibility for overtime for FLSA non-exempt employees:
  - a. Hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of time and one-half.
  - b. Overtime is accrued to compensatory time or paid overtime at the Department Director's discretion. In the event employees can schedule straight time off within the same workweek where extra work hours were incurred, no overtime will be accrued.

3. Break Time Rules:

Morning and afternoon break times are provided and shall be taken as noted:

A fifteen (15) minute rest period for every four (4) hours worked, insofar as practicable, to be scheduled at the discretion of the supervisor.

Lunch:

Employees working the 4/10 schedule will generally take an unpaid one (1) hour break for lunch. An unpaid half-hour lunch break may be permitted on a case-by-case basis, at the discretion of the supervisor.

4. For workweeks in which a holiday falls, employees on the 4/10 schedule will work a standard work schedule, five (5), eight (8) hour work days. If it is to the benefit of the division or department for the employee to remain on the 4/10 work schedule during a holiday workweek, the employee, with the supervisor's approval may turn in a leave of absence slip for hours not worked (a holiday equals eight (8) hours worked).

5. For workweeks in which a division employee has the entire week off for training, vacation or other approved leave, employees on the 4/10 schedule will work a standard work schedule. (This provision is based on staffing levels and shall be reviewed based upon the needs of the division or department.)

**12/84 Alternate Work Schedule**

(AVAILABLE FOR “SHIFT OPERATORS” FOR WATER TREATMENT PLANT AND WASTEWATER TREATMENT PLANT OPERATORS ONLY)

1. The 12/84 alternate work schedule shall be from mid-shift Wednesday to mid-shift Wednesday the following week or mid-shift Saturday to mid-shift Saturday the following week or mid-shift Sunday to mid-shift Sunday the following week. The 12/84 work schedule will be based on seven (7), twelve (12) hour workdays, which includes four (4) hours of overtime, to be completed within a block of two (2) calendar weeks. Overtime is assigned anytime the employee exceeds forty (40) hours per week. Operator work schedules shall be twelve (12) hour shifts, subject to the assignment and approval of the Plant Manager. The following are examples:

Schedule A: 4-3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	12	12	6	6	Off	Off
12	12	12	Off	Off	Off	Off
12	12	12	6	6	Off	Off

Schedule B: 7-12\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	6	12	12	12	Off	Off
Off	Off	Off	Off	12	12	12
6	6	12	Off	Off	Off	Off

Schedule C: 2-3-2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	12	12	Off	Off	12	6
12	Off	Off	12	12	Off	Off
Off	12	12	Off	Off	12	6

Note: \*Available for night shift operators.

2. Eligibility for overtime for FLSA non-exempt employees:
  - a. Hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of time and one-half.
  - b. Overtime is accrued to compensatory time or paid overtime at the Department Director’s discretion. In the event employees can schedule straight time off within the same workweek where extra work hours were incurred, no overtime will be accrued.

3. Break Time Rules:

Morning and afternoon break times are provided and shall be taken as noted:

A fifteen (15) minute rest period for every four (4) hours worked, insofar as practicable, to be scheduled at the discretion of the supervisor.

Lunch:

Employees working the 12/84 schedule will generally take a paid thirty (30) minute break for lunch.

Employees will remain available by phone or radio, and are subject to recall at any time during their lunch break. In the event of a recall or missed lunch break, there will be no additional compensation.

4. All participants will be assigned their 12/84 schedules by their supervisor. As such, in determining assignments, the supervisor will take into consideration staff coverage for complementary assignments within a division or department. For example, two individuals assigned to reception duties shall not take the same days off. The trading of schedules between employees or changing days off is not allowed.
5. Any leave time (sick, vacation, etc.) used will be for the number of hours that the employee is scheduled to work on the schedule. For example, for a full day off when scheduled for twelve (12) hours, twelve (12) hours of leave must be taken off and a leave slip turned in. Sick time accrual will remain at the standard eight (8) hours per month.

ALTERNATE WORK SCHEDULE REQUEST

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Employee Name: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_ 9/80 Alternate Work Schedule

\_\_\_\_\_ 4/10 Alternate Work Schedule

\_\_\_\_\_ 12/84 Alternate Work Schedule

Daily work schedule      Begin work: \_\_\_\_\_ AM      End work: \_\_\_\_\_ PM

Scheduled days off      \_\_\_\_\_

I have read and understand the regulations applicable to alternate work schedules and understand that they are subject to change at the discretion of the City Manager.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Relations Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date

**NOTE:** A status form must accompany this request when submitting it to the City Manager's office for approval.

CC: Personnel File