

MONTEREY COUNTY
PERSONNEL POLICY/PROCEDURE

SUBJECT: ALTERNATIVE WORK SCHEDULE		NO. 1
DATE: 1/1/90	REFERENCE: BOARD OF SUPERVISORS' POLICY DATED AUGUST 29, 1989	FROM:
PURPOSE: PROCEDURE GUIDELINES FOR FLEXTIME SCHEDULES		PERSONNEL DIRECTOR <i>J. Long</i>

I. PURPOSE:

The goal of the Flexitime Policy is to allow employees to select, within limits, work time that is more convenient in terms of personal needs. The schedules employees choose must not disrupt the performance or productivity of the division.

Flexitime will not involve any change in the eight hour day or overtime practices, but it will allow employees more choice in selecting the time they begin and end work.

AUTHORITY:

The Personnel Director will have the final authority to approve or deny any Personnel Division staff requests for alternative work schedules in accordance with the Board of Supervisors' Flexitime Policy dated August 29, 1989.

III. EMPLOYEE RESPONSIBILITIES IN REQUESTING ALTERNATIVE SCHEDULES INCLUDE:

- A. Obtain an Alternative Schedule Request Form from the Personnel Clerk.
- B. Read the department's Alternative Work Schedule guidelines
- C. Structure requested work time to meet the job requirements as established by the Personnel Director.
- D. Fill out the Alternative Schedule Request Form and submit it to his/her direct supervisor. (Submitting a request form in no way guarantees approval of an alternative schedule.)

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IV. SUPERVISOR RESPONSIBILITIES:

- A. Make alternative schedule information available to respective staff and comply in its implementation and enforcement.
- B. Utilize the criteria stated below and the flextime work schedule guidelines in Section V to review and consider all requests submitted by employees.
 - Appropriate supervision must be available to assure that protective measures are provided for health, safety and welfare of employees within the work place.
 - Adequate staff coverage sufficient to meet the operating requirements of the department shall be maintained at all times.
 - The normal work week of 40 hours and five days shall be retained.
- C. Alternative schedule requests shall be considered for approval and prioritized based on but not limited to employees with:
 - A child under age 15 who is in the requesting employee's custody; or
 - A disabled spouse; or
 - A dependent who lives with employee (such as a parent, sibling, or in-law) who needs assistance in everyday tasks and living.
- D. Discuss his/her response recommendation with the Personnel Director.
- E. Respond to any employee submitting a request within ten (10) working days of receipt of the completed request form.

V. FLEXTIME GUIDELINES:

The following Flextime Work Schedule guidelines have been prepared to insure that flextime benefits employees without disrupting personnel operations. The following guidelines will be considered whenever an employee submits a written request for an alternative work schedule provided his/her job duties and work assignments allow for such flexibility.

1. An eligible employee may begin work as early as 7:00 a.m. or as late as 9:30 a.m.

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2. An eligible employee may develop a standard alternative schedule that remains the same from day-to-day so long as the flow of work is not disrupted.
3. An eligible employee may elect a 30 to 60 minute lunch period scheduled between 11:30 a.m. and 1:30 p.m.
4. The length of the work day will remain unchanged. Thus, quitting time will be 8 hours plus a lunch period after the start time selected by each employee.
5. Telephone coverage must be maintained during normal business hours, eight-to-five Monday through Friday.
6. An initial flextime trial shall be for a period not to exceed six months and will be extended month by month unless written notice of termination is given by the Personnel Director.

The following chart details the available daily flexible and core times allowed, with all employees working core times, Monday through Friday.

7 A.M.	9	11:30	1:30	4	6 P.M.
Flexible Start	CORE TIME	Flexible Lunch	CORE TIME	Flexible Stop	

*Before the Board of Supervisors in and for the
County of Monterey, State of California*

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OCT 23 1989

Establishment of a Flextime Policy . . .)
in All County Departments, Approved . . .)


Upon motion of Supervisor Del Piero, seconded by Supervisor Strasser Kauffman, and unanimously carried, the Board hereby approves the establishment of a flextime policy in all County Departments. Said policy is of record and on file in the Office of the Clerk of the Board of Supervisors.

I, ERNEST K. MORISHITA, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof at page of Minute Book 63, on August 29, 1989

Dated: August 29, 1989

ERNEST K. MORISHITA, Clerk of the Board
of Supervisors, County of Monterey,
State of California.

By



Deputy

Report to Monterey County Board of Supervisors

SUBJECT	APPROVE THE ESTABLISHMENT OF A FLEXTIME POLICY IN ALL COUNTY DEPARTMENTS	BOARD MEETING DATE 8/29/89	AGENDA NUMBER 16
DEPARTMENT County Administrative Office			

RECOMMENDATION

It is recommended that your Board approve and adopt the attached policy on alternative schedules for employees.

SUMMARY

In September of 1988, the Board appointed a Child Care Advisory Committee in conjunction with the Child Care Coordinator to develop a County Dependent Care Action Plan. A Flexitime Policy was researched and studied as one phase of the Child Care project to address dependent care needs. This policy is being presented for your approval.

DISCUSSION

The County's Needs Assessment Survey resulted in identifying that the scheduling of work/family responsibilities was an area of tremendous concern. Providing care for sick children, making travel provisions for half-day child care programs, and coordinating summer child care are examples of common problems experienced. Substantial impacts of employee's child care needs on the employer include: employees missing work, late for work, leaving work early, dealing with family issues during working hours and turning down overtime and shift work. These survey results show, a plan of action is necessary to begin limiting the impact of child care needs on both employee and employer.

To this end a Flexitime Policy was developed. This policy seeks to establish a framework for the County of Monterey to deal with the changing composition of the work force. This policy will assist managers in:

- Decreasing absenteeism and tardiness
- Reducing turnover
- Enhancing recruitment
- Maximizing the use of facilities
- Improving morale
- Making commuting easier, and
- Supplying management more flexibility in meeting work requirements.

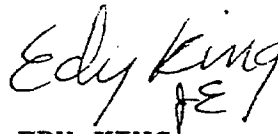
OTHER AGENCY INVOLVEMENT

The recommendation in this report has taken into consideration the individual department work schedule needs and practices based on responses from an "Alternative Schedule Comment Sheet" questionnaire which was provided to and returned by departments in July, 1989. We have communicated with all unions and they concur with our recommendations.

A list of Child Care Advisory Committee members who assisted in the development of this policy is included with this Board report.

FINANCING

Acceptance of this recommendation will have no financial impact on the General Fund.

A handwritten signature in cursive script that reads "Edy King". Below the signature, there are some initials that appear to be "JE".

EDY KING
Personnel Director
August 18, 1989

JE:YE:gs468

cc: All Employee Organizations