

Alternative Work Schedule (“9/80”) - Guidelines and Procedures

I. Purpose/Business Case

This document sets forth the guidelines and procedures for a “9/80” alternative work schedule for First 5 Solano staff. Alternative work schedules such as 9/80 expand high-quality customer service by providing the public greater accessibility to staff during non-traditional work hours.

The nature of the work of First 5 Solano makes it not only feasible but ideal to utilize alternative work schedules as a way to enhance customer service and maximize employee productivity. There is little “foot traffic” at the First 5 office. First 5’s primary customers are its Commissioners and contractors (non-profit organizations and public agencies). Most customer or public contact is by telephone, email or at meetings or events held offsite.

Implementing alternative work schedules is expected to achieve the following benefits:

- Enhanced customer service through expanded hours of access to staff by phone
- Maximized productivity and continued high-quality work outputs
- No change in staff availability or service quality

Note that, while an alternative work schedule is not in and of itself an employee benefit, potential ancillary benefits of the program to Solano County include increased productivity, decreased absenteeism/use of leave time, increased retention of staff (thus reducing training costs and enhancing succession planning) and improved employee morale, all contributing to a high-energy, high-achievement, high-quality work environment. In addition, a reduction in commute trips reduces the County’s “carbon footprint” with no negative impact on customer service or productivity.

II. Guidelines

A. Participation in 9/80 Alternative Work Schedule

“9/80” is defined for the purpose of the First 5 Solano program as working 80 hours over a period of nine days during a two-week period. This is accomplished by working eight days at 9 hours each and one day at 8 hours, with 40 hours worked during the work week.

The 9/80 day off for First 5 Solano shall be Friday. There will be two tracks: “A” track and “B” track. Employees shall be assigned to track “A” or “B” at their preference, unless office coverage requires the other track. A typical “9/80” schedule shall be as follows:

| Track | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| A (Beginning the first week of the pay period) | 9 | 9 | 9 | 9 | 8* |
| | 9 | 9 | 9 | 9 | off |
| B (Beginning the second week of the pay period) | 9 | 9 | 9 | 9 | 8* |
| | 9 | 9 | 9 | 9 | off |

**In order to ensure a 40-hour work week, the 8-hour Friday will be split to 4 hours for each pay period.*

To ensure coverage on Fridays, participating staff shall be on opposite tracks, with approximately 50% of participating staff on each track.

All First 5 employees, with the exception of the Executive Director, shall be eligible to request a 9/80 schedule. Approval of a 9/80 work schedule is at the discretion of the Executive Director, and participation can be terminated at her discretion at the end of any 2-week track/pay period by the Executive Director, or at the employee's request.

B. Work Hours and Compensation

Work hours, compensation and schedules will be consistent with current Solano County laws, regulations, policies and applicable labor agreements. **Note:** Senior and Executive Manager-level employees may be required to work without additional compensation on the 9/80 day off on an as-needed basis, to meet the business needs of First 5 Solano.

C. Office hours/Work hours

The First 5 office shall continue to be open and staffed during regular Solano County business hours, 8:00 am - 5:00 pm, Monday-Friday. In addition, each staff participating in 9/80 shall be available by phone, email or to meet with clients or the public during his/her 9-hour work day.

Earliest start time allowed is 7:00am. Latest start time allowed is 8:30am. 30- or 60-minute lunch breaks are allowed. Available alternative schedules, subject to coverage, shall be as follows:

| Start time | End time | Start time | End time |
|------------------------|----------|------------------------|----------|
| <i>60-minute lunch</i> | | <i>30-minute lunch</i> | |
| 7:00 am | 5:00 pm | 7:00am | 4:30 pm |
| 7:30 am | 5:30 pm | 7:30 am | 5:00 pm |
| 8:00 am | 6:00 pm | 8:00 am | 5:30 pm |
| 8:30 am | 6:30 pm | 8:30 am | 6:00 pm |

III. Procedure

A. Application and Agreement

Employees requesting the alternative 9/80 schedule shall complete the First 5 Solano Alternative Work Schedule Application and Agreement form and submit to the supervisor for review and recommendation of approval. Start date and track shall be assigned based on (first) coverage needs as determined by the supervisor and (second) employee preference. The Executive Director shall approve all 9/80 schedule requests. The same procedure shall be followed for employee requests for changes to existing "9/80" schedules.

At the sole discretion of the Executive Director, existing 9/80 schedules may be cancelled, or modified with regard to track or start/end time, with office coverage needs and customer service needs as the highest priority. The employee may choose to accept the change or return to the Monday-Friday, 8:00 – 5:00 pm regular work schedule.

Copies of approved 9/80 schedule agreements shall be submitted to the County Administrator's Office and the First 5 Solano Human Resources Department Analyst.

B. Orientation

Before beginning the 9/80 work schedule, each employee approved for the program must attend an orientation session with the supervisor and Executive Director. This session is designed to: review the “9/80” work schedule agreement; articulate the job responsibilities and coverage needs relevant to alternative work schedules; and to review work assignments and performance expectations. This orientation will also emphasize the planning and organizational skills needed for success when participating in the 9/80 work schedule.

D. Participation in Alternative Work Schedule Studies

Employees participating in 9/80 work schedules must agree to participate in any and all studies of the program, including surveys, individual interviews and documentation of work performed while participating in the program. At the County’s discretion, aggregate responses may be compiled and made publicly available without identifying individual respondents. Staff not participating in the program, including but not limited to co-workers, supervisors and clients of staff participating in the program, may also be surveyed to develop information on the impact of the program.

E. Disclaimer

Nothing contained in these guidelines shall prevent, relieve or otherwise excuse any County employee from the performance of any duty imposed upon him/her by law, the Solano County Code or other ordinance of this County, or from the rendering of service at such times and places as are necessary in order to properly perform the functions of his/her office or employment. County officers and heads of departments are empowered to stagger, rearrange and adjust the hours of employment of employees in such a manner as to enable them to keep their offices open at all times required.



CHILDREN ARE OUR BOTTOM LINE

Alternative Work Schedule (“9/80”) Application and Agreement

INSTRUCTIONS: The applicant completes Part A (1-4) and signs the Alternative Work Schedule (“9/80”) Agreement. The applicant’s supervisor completes Part B. Executive Director (Part C) approval is required.

PART A: Applicant

1. Name: _____
2. Title: _____
3. Phone Number: _____ Email: _____
4. Alternative Work Schedule track and work hours requested:
 Track A _____ Start time (7:00 am, 7:30 am, 8:00 am)
 Track B _____ Lunch break

Alternative Work Schedule (“9/80”) Agreement

I have read the First 5 Solano Alternative Work Schedules Policy and Procedures, and I agree to abide by the terms and conditions therein. I understand that:

- a. Alternative work schedules are a privilege, not a right. My alternative work schedule can be modified or cancelled at the discretion of the Executive Director.
- b. I must participate in an orientation session with my supervisor and the Executive Director prior to participating in an alternative work schedule.
- c. I am expected to comply with all County rules, policies, practices and instructions while participating in the program.
- d. Work hours are agreed to in this document. [Note: Senior/Executive Managers are sometimes expected to work additional hours to ensure department goals are met; therefore, they may be required to work on the “9/80” day off without additional compensation.]
- e. This agreement does not affect my employee benefits. Requests for vacation, administrative leave, sick leave or any other time off shall be handled in accordance with existing County policy.
- f. This agreement may be terminated, by the County or upon my request, at the end of any “9/80” track, 2-week pay period.
- g. Changes to this agreement must be approved by the supervisor and the Executive Director.
- h. I agree to participate in surveys, interviews and other evaluation activities to assess the effectiveness and quality of the Alternative Work Schedules Program.

Employee Signature: _____ Date: _____

Part B: Supervisor recommendation

Application: ___Approved ___Declined

Work Schedule: ___Track A ___Track B ___Start time ___Lunch Break ___Start Date

Supervisor Signature: _____ Date: _____

Part C: Executive Director

___Approved ___Declined Executive Director Signature: _____ Date: _____