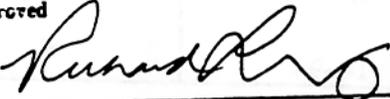
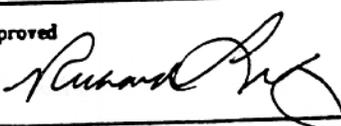


<b>SUBJECT</b> COMPRESSED WORK WEEK SCHEDULES (Alternative Work Schedule)		No. FA-608.00
		Effective Date JULY 14, 1994
Issue Date: 07-14-94	Revision Date:	Revision No:
<p>1. <u>PURPOSE</u></p> <p>1.1 To establish Department policy regarding compressed work week schedules.</p> <p>2. <u>SCOPE</u></p> <p>2.1 This policy applies to all full time Department of Finance &amp; Administration employees and supersedes all former Finance &amp; Administration policies, procedures and directives.</p> <p>2.2 Definitions:</p> <p>2.2.1 Compressed work week schedules refer to work schedules based on other than 8 hour work days.</p> <p>2.2.2 "10 x 4" refers to four ten hour work days.</p> <p>2.2.3 "9 x 80" means working nine hour days for eight days and one eight hour day in a 10 day pay cycle. Available only to exempt employees.</p> <p>3. <u>POLICY STATEMENT</u></p> <p>3.1 The Department of Finance &amp; Administration recognizes the value of the environment we live in and is committed to contributing to improving the quality of air through compliance with the Clean Air Act of 1990.</p> <p>3.2 Some functions of the F&amp;A Department afford employees the opportunity to work compressed work week schedules, i.e. something other than the standard five day work week.</p> <p>3.3 A decision to allow compressed work week schedules is initiated by the supervisor and requires approval by the Deputy Director.</p> <p>3.4 Management reserves the right to change work schedules as may be required in the best interest of the Department and the City</p>		
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# FINANCE & ADMINISTRATION

<b>SUBJECT</b> COMPRESSED WORK WEEK		No. FA-608.00
		Effective Date JULY 14, 1994
Issue Date: 07-14-94	Revision Date:	Revision No:
<p>3.5 A supervisor must be present during the time that employees work compressed work week schedules.</p> <p>3.6 Employees on nine or ten hour work days will receive the same number of breaks and same lunch hour as employees on an eight hour work day.</p> <p>3.7 Employees will accrue a holiday to be taken at a later date when their day off is the same day as the holiday. (The accrued holiday must be taken within 120 days.)</p> <p>3.8 Schedule changes will be permitted only twice each year at the discretion of the supervisor.</p> <p>3.9 Employees working compressed work week schedules will not be permitted to make up time off for a doctor's appointment. Sick or vacation time will be used to cover the time off if the appointment cannot be scheduled for the employee's day off.</p> <p>3.10 Nine by 80 hour schedule days will be limited to those employees whose classification is exempt from overtime.</p> <p>4. <u>PROCEDURE</u></p> <p>4.1 Compressed work week schedules must be approved by the Deputy Director. Documentation and an explanation of how coverage will be maintained must be submitted with the request.</p> <p>4.2 A Work Schedule form signed by the employee must be submitted to the Payroll Section of F&amp;A prior to beginning the compressed work week schedule and will begin on a date consistent with the beginning of a payperiod.</p> <p>4.3 Schedule changes will be permitted twice each calendar year, when there is adequate back-up at the discretion of the supervisor. Changes must coincide with a pay period start date.</p> <p>4.4 A maximum of five emergency one-time schedule changes will be permitted each calendar year. The supervisor must review the reason for the request and determine if a schedule change is warranted and meets the needs of the</p>		
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# FINANCE & ADMINISTRATION

<b>SUBJECT</b> COMPRESSED WORK WEEK		<b>No.</b> FA-608.00
		<b>Effective Date</b> JULY 14, 1994
<b>Issue Date:</b> 07-14-94	<b>Revision Date:</b>	<b>Revision No:</b>
<p>section. The one day, one time change should be within the same pay period if possible and not later than first week of the subsequent pay period.</p> <p>4.5 Conflicts between employees as to who will be permitted a given work schedule will be resolved in favor of:</p> <ul style="list-style-type: none"><li>a. Maintaining an existing carpool, vanpool, i.e. employees who rideshare will be given preference in establishing compatible work schedules.</li><li>b. Seniority, i.e., if two employees are back-ups for one another, the employee with the most seniority will have preference in selecting a work schedule.</li></ul> <p>4.6 A request to take an accrued holiday must be submitted for supervisory approval at least seven days in advance.</p>		
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FINANCE AND ADMINISTRATION

WORK SCHEDULE

NAME:

DATE:

SOCIAL SECURITY NUMBER:

EFFECTIVE DATE:

SCHEDULE:

WORK CYCLE CODE:

WORK CYCLE WEEK:

SCHEDULE DESCRIPTION FOR PAY PERIOD WEEKS

1st week

2nd week

I acknowledge that I will adhere to the above work schedule. I understand that work schedule changes can only be made at the beginning of a pay period and are subject to supervisory approval. I understand that if I do not adhere to the work schedule, I may be required to change to a different schedule or be subject to disciplinary action. I understand that these schedules are being implemented for a 90 day trial period. I understand that the alternative work schedules will be continued only if it is determined to be in the best interests of the City and the Department of Finance and Administration.

Signed: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_