

## Work Schedules

### 337.1 PURPOSE AND SCOPE

The purpose of this policy is to define authorized work schedules available to employees of the Riverside County Probation Department and establish policy and procedure for their use. This policy applies to all represented employees.

#### 337.1.1 DEFINITIONS

Definitions related to this policy include:

**Straight Eight (8) Hour Schedule** – Employees on this schedule work eight continuous hours and a lunch break is not required. Employees work 40 hours per week, unless prior written approval to work more or less hours per week has been given by their supervisor.

**Standard Eight (8) Hour Schedule** – The standard eight-hour schedule includes either a 30-minute lunch or a one-hour lunch and a 15-minute work break every four hours. This work schedule is for sworn and non-sworn employees. Employees work 40 hours per week, unless prior written approval to work more or less hours per week has been given by their supervisor. The standard eight-hour schedule is the presumptive work schedule.

**Professional Hours** – Employees on this schedule work 80 hours in a county pay period, which may include evening and weekend hours. Employees work 40 hours per week, unless prior written approval to work more or less hours per week has been given by their supervisor. Employees must keep their supervisor apprised of planned and actual work hours and activities to ensure safety and accountability. This work schedule is for field sworn officers so they may meet workload needs, meet with clients, and maximize effective use of time.

**9/80 Schedule** – An alternative work schedule consisting of eight nine-hour days and one eight hour day during the county pay period. The 9/80 schedule includes either a 30-minute lunch or a one-hour lunch and two 15-minute work breaks.

**4/10 Schedule** – An alternative work schedule consisting of eight ten-hour days during the county pay period. The 4/10 schedule includes at least a 30-minute lunch and two 15-minute work breaks.

**Alternative Work Schedules** – All schedules that differ from the Standard Eight (8) Hour and the Straight Eight (8) Hour schedules.

### 337.2 AUTHORITY AND REFERENCES

- Memorandum of Understanding (MOU) between the County of Riverside and the Riverside Sheriffs' Association Public Safety Unit (RSA);
- Memorandum of Understanding (MOU) between the County of Riverside and the Service Employees International Union, Local 721 (SEIU);
- Memorandum of Understanding (MOU) between the County of Riverside and the Laborers' International Union of North America Local 777 (LIUNA);

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- Management Resolution; and,
- The Fair Labor Standards Act of 1938 (FLSA).

### **337.3 POLICY**

Work schedules will be set by each manager with concurrence from the appropriate Chief Deputy to meet the operational needs of the department.

The Chief Probation Officer intends to offer alternative work schedules each year based on continued approval by the Board of Supervisors. Changes in workload, funding, legal mandates, changing legal interpretation, or other needs of the department could cause the Chief Probation Officer to cancel any or all alternative work schedule options.

Managers will set the expected start time(s) and quit time(s) for each office. Supervisors are expected to set the work hours within their unit to ensure coverage is maintained.

#### **337.3.1 ALTERNATIVE WORK SCHEDULE PROVISIONS**

Participation in an alternative work schedule, unless stated otherwise in this policy, may be voluntary for employees; or required by an assignment in a position designated with an alternative work schedule. The decision to participate in an alternative work schedule is based upon the current assignment and/or an agreement between each individual employee and the Managers. In offering alternative work schedules, the department's purpose is to provide a valuable benefit to both the employee and the department resulting in a better, more desirable working environment.

The following guidelines make each alternative work schedule workable and easier to administer. An employee who does not follow these basic guidelines may be returned to the regular work schedule for their assignment.

- (a) Once an alternative work schedule has been approved for an employee, the schedule shall not be altered without at least two pay periods notice, with notification to the department's Fiscal Services Division (FSD) and Professional Standards Bureau (PSB).
- (b) Overtime will occur in any pay period for non-exempt employees if more than 40 hours per week are worked. The overtime rates and status for each position are listed in each bargaining unit's Memorandum of Understanding (MOU).
- (c) Overtime for exempt employees will occur if the employee works more than 80 hours in the work period and they are in a position which receives overtime compensation. The overtime rates and status for each position are listed in each bargaining unit's MOU.
- (d) If extended training is to be scheduled, the scheduler/supervisor may return the employee to a presumptive work schedule for the pay period(s) that include the scheduled training, conference or other activity.
- (e) When considering approval of an alternative work schedule, Managers must ensure staff coverage is equally distributed, the position is appropriate for said work schedule, and training and operational needs are met.

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- (f) Employees who have an alternative work schedule and are re-assigned or transferred within the department, may reapply for an alternative work schedule. Approval is subject to availability, needs of the department and appropriateness to the assignment/function.

### **337.4 9/80 WORK SCHEDULE**

The 9/80 work schedule is a plan where employees work eight nine-hour days, one eight-hour day and get one additional day off during the county pay period. The department offers a choice of additional days off, but employees will be assigned their work hours and additional day off in the unit with consideration of seniority within the unit.

This work schedule is allowed by FLSA as long as certain non-exempt employees do not work over 40 hours per week. The following guidelines have been established to allow for the implementation of a 9/80 work schedule that conforms to the requirements of FLSA and the current county salary ordinance.

#### **337.4.1 WORK PERIOD FOR FLSA EXEMPT EMPLOYEES**

The work period for exempt employees on the 9/80 schedule consists of 80 hours. This schedule coincides with the current payroll reporting period, beginning the first Thursday and ending on the second Wednesday.

#### **337.4.2 WORK PERIOD FOR FLSA NON-EXEMPT EMPLOYEES**

The work period for non-exempt employees on the 9/80 schedule consists of eight nine-hour days and one eight-hour day during a county pay period. This schedule coincides with the current payroll reporting period, beginning the first Thursday and ending on the second Wednesday. Our payroll system automatically calculates the work period based on FLSA.

### **337.5 4/10 WORK SCHEDULE**

The 4/10 work schedule is a plan where employees work four ten-hour days during each week of the two-week county pay period. The 4/10 work schedule is applicable to certain assignments. Employees assigned to certain units can expect to work a 4/10 work schedule. Those units will be established as required to meet business necessities, and with appropriate notice to the employees and other interested parties. This work schedule conforms to the requirements of FLSA and the current county salary ordinance. The 4/10 work schedule is flexible, in that the scheduled times to start and end work each day can be adjusted to meet staffing needs.

#### **337.5.1 WORK PERIOD FOR FLSA EXEMPT EMPLOYEES**

The work period for exempt employees on the 4/10 schedule consists of 80 hours. This schedule coincides with the current payroll reporting period, beginning the first Thursday and ending on the second Wednesday.

#### **337.5.2 WORK PERIOD FOR FLSA NON-EXEMPT EMPLOYEES**

The work period for non-exempt employees on the 4/10 schedule consists of two 40-hour work weeks. This schedule coincides with the current payroll reporting period, beginning the first Thursday and ending on the second Wednesday, but is divided into two distinct 40-hour work

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weeks. Unless specifically approved, the four workdays each week will be contiguous, with the three days off falling on the same days in each work week.

### **337.6 ENROLLMENT IN AN ALTERNATIVE WORK SCHEDULE**

For all employees, an alternative work schedule starts on the Thursday which is the start of the county pay period.

When requesting enrollment in an alternative work schedule, regardless of whether that request is voluntary or in conjunction with placement into a position designated for the alternative work schedule, the employee shall complete the Alternative Work Schedule Request Form and submit it to their supervisor. By signing the Alternative Work Schedule Request Form, the employee affirms that all of the alternative work schedule conditions have been read and understood.

The Alternative Work Schedule Request Form will be reviewed by the supervisor and Managers and signed by both if approved. The form will then be forwarded to the FSD before the intended start date. Upon concurrence from the FSD and Probation HR, the Managers will be notified of the approved schedule and start date (generally within two pay periods).

### **337.7 REPORTING TIME OFF WHEN ON ALTERNATIVE WORK SCHEDULE**

All usage of vacation and comp time should be requested and approved by the scheduler/employee's supervisor under established division guidelines and department and county policies. The number of hours for which the employee is normally scheduled on any given day will be the same number of hours charged to vacation or comp time.

### **337.8 ENDING AN ALTERNATIVE WORK SCHEDULE**

Employees who are transferring out of a position which has been designated for an alternative work schedule will remain on their schedule until the last day of their assignment but must complete the Request to Terminate an Alternative Work Schedule Form (attached) to terminate the alternative work schedule at least one pay period in advance of the effective date of the transfer.

A terminating alternative work schedule will end on the final Wednesday of a payroll reporting period. Unless otherwise indicated, the employee would return to the presumptive work schedule for their position the following day.

Regardless of whether an alternative work schedule termination is requested by the employee or the Managers, the requesting party must submit a Request to Terminate an Alternative Work Schedule Form through their Managers at least ten working days prior to the end of current payroll reporting period. The FSD will review the request and notify the Managers and employee of the effective date. This is a concurrent process between FSD for approval, and Probation HR for the data entry of the changes. Sufficient time must be allowed for this process, which is based upon current workloads.

When an employee is on an approved consecutive leave of absence, the payroll system will automatically place the employee on the presumptive work schedule. Upon the employee's return

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to work, with the approval of their supervisor and Division Manager, the employee may be reinstated to their previous work schedule.

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Created: 07/01/1986

Attachment(s):

- 1.[Alternate Work Schedule Request Form](#)
- 2.[Request to Terminate an Alternative Work Schedule Form](#)