



San Bernardino County 9/80 WORK SCHEDULE AGREEMENT GUIDELINES

General

The County offers the 9/80 Work Schedule in order to provide a valuable employee benefit, support the County's Commute Trip Reduction Program, and improve County operations by providing work schedule flexibility and enhancing employee morale.

Each department's appointing authority has the right to establish rules for administering the 9/80 work schedule and the right to return any employee to the regular 8 hour per day schedule.

Participation in a 9/80 Work Schedule is a privilege, not a right and is voluntary for employees whose departments have decided to offer the 9/80 work schedule. Employees must meet their departments' conditions for being granted a 9/80 work schedule.

Participation in the 9/80 work schedule is optional. No employee is required nor will they be compelled to participate.

Business Hour Department Schedules

There are four 9/80 work schedules available for non 24 hour facilities. They include:

- 1st Friday of the Pay Period Off
- 2nd Friday of the Pay Period Off
- 1st Monday of the Pay Period Off
- 2nd Monday of the Pay Period Off

Only alternating Fridays or Mondays may be designated as a Flex Day. All Tuesdays, Wednesdays and Thursdays are 9-hour work days.

24 Hour or 7 Day Hour Facility Schedule

The 24 hour 9/80 option is reserved for 24 hour facilities whose employees may Flex on any days other than Monday or Friday. The 9/80 day off must be taken in conjunction with two consecutive days off. For example, an employee whose regular workweek is Tuesday through Saturday would Flex every other Tuesday. Sunday and Monday would be 'regular' days off from work.

Note: A 24 hour facility supervisor may assign an employee to a 'Business Hour Department Schedule' if the employee's regular workweek is Monday – Friday and their regular days off are Saturday and Sunday.

Use of the 24 Hour Facility Schedule must first be approved by the appropriate Human Resources Officer.

Flex Day Off

For Business Hour facilities (non 24 hour departments), only alternating Mondays or Fridays may be designated as the 8 hour work day. The other alternating Mondays or Fridays will be considered your day off (Flex Day).

Employees on 9/80 work schedules may be required to take an hour of qualified leave from their leave 'banks' for each holiday that falls on a 9-hour work day.

Alternatively, supervisors may give their employees the option of working an additional hour during the workweek, not the pay period, in lieu of using qualified leave time.

Any employee whose 9/80 day off is on an observed holiday will 'bank' the 8 hours of holiday time. This will be reported on the employee's Leave & Earnings Statement as 'holiday' accrued.

When Monday and Friday holidays fall on the employee's regular Monday or Friday 8 hour work day, the employee will be paid for the holiday in the same manner as those on a non 9/80 schedule.



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Employee Conditions for the Alternate 9/80 Work Schedule Agreement

1. Administration may terminate or modify the 9/80 work schedule at any time upon review and evaluation of its effectiveness in meeting the Department's workload requirements and cost effectiveness.
2. Continuance of this Agreement is a privilege and is subject to my satisfactory work performance, attendance, punctuality, and my ability to meet the department's standards in effectively completing work requirements.
3. This agreement shall be terminated or modified immediately upon my failure to abide by the conditions of the Agreement and/or for poor work performance, excessive absences or tardiness.
4. My 9/80 work schedule is subject to temporary adjustment in both days and hours of work to meet department, division or unit workload needs caused by staff shortages and/or workload increases.
5. A promotion or change in job assignment will require me to renegotiate this agreement according to policy guidelines should this agreement conflict with the needs of the unit or division to which I am promoted or assigned.
6. As part of the 9/80 Work Schedule Program, I agree to keep such records, logs or other information on a periodic or regular basis as may be required.
7. I understand my 9/80 Work Schedule may require me to support other work units or work divisions during my work schedule.
8. I may request termination of the Agreement at any time for any cause by advising my immediate supervisor of the date I wish to withdraw from the 9/80 Work Schedule Program. The termination will be implemented as soon as practicable.
9. I understand I am required to either make up an hour or use one hour of qualified leave (holiday, vacation, comp time, administrative, annual, etc) whenever a county-wide holiday falls on one of my 9 hours workdays.