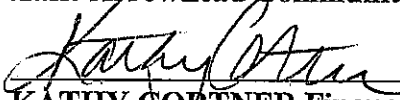



LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

M E M O R A N D U M

DATE: October 9, 2007

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: 
KATHY CORTNER Finance Manager


KEN NELSEN, Interim General Manager

SUBJECT: CONVERSION TO A 9-80 WORK WEEK

A. RECOMMENDATION

Approve changes to the Employee Handbook and the MOU to allow for the conversion of all District employees to a 9-80 work week.

B. REASON FOR RECOMMENDATION

This will not only benefit District employees, but will also benefit District customers by keeping the office open an extra one half hour per day until 5:00 p.m.

C. BACKGROUND INFORMATION

This item was previously brought to the Board in April to approve a 9-80 work week on a trial basis for 3-6 months. After working with the new schedule for the past 6 months, staff is recommending the 9-80 work week be continued indefinitely.

Historically, the District hours of operation have been 7:30 a.m. – 4:00 p.m. with a ½ hour lunch for field staff and 7:30 a.m. – 4:30 p.m. with 1 hour lunch for office staff. By converting to a 9-80 work week, all District employees will be on the same schedule which will be 7:30 – 5:00 p.m. The flexibility of a 9-80 work week is not only a benefit to District employees, but also benefits the District customers by keeping the office open an extra ½ hour each day.

Attached is the new language for the Employee Handbook and the MOU which has been reviewed and signed off by the employee union group as well as all managers and supervisors. The 9-80 work week has worked out for the managers and supervisors

responsible for work schedules and staff perceives this as a great benefit. As such, staff recommends continuing with the 9-80 work week schedule.

D. FISCAL INFORMATION

There is no fiscal impact associated with this item.

E. LIST OF ATTACHMENTS

Attachment 1 – MOU and Employee Handbook Language Changes

MOU and Employee Handbook Changes

Employee Handbook:

Hours of Work

~~2.15.1~~The standard workweek is a seven (7) day work period which shall begin at 12:00 a.m. Saturday and shall end the following Friday at 11:59 p.m. However, All employees working a 9/80 alternative work schedule shall have an FLSA workweek (in accordance with 29 C.F.R. sec. 778.105) which begins four hours after the start time of the day of the week which constitutes the employee's alternating regular day off. The workweek shall end exactly 168 hours later. Any employee converting to a 9/80 alternative schedule or changing their work week will need to do so at the beginning of the pay period.

~~2.15.2~~2.15.1 The pay period is a fourteen (14) day work period which shall begin at 12:00 a.m. Saturday and shall end the following Friday at 11:59 p.m. ~~The pay period shall consist of two (2) workweeks and pay day will be the second (2nd) Wednesday following the end of each and every pay period.~~

~~2.15.3~~2.15.2 Employees, required by the nature of their job to work a period of time greater than that defined herein, shall be compensated for hours in excess of the full-time work week on the basis of, and in accordance with, the provisions set forth herein relating to overtime, unless otherwise provided for herein. Exempt employees are not eligible for overtime compensation.

~~2.15.4~~2.15.3 The District office is open for business between the hours of 7:30 a.m. and ~~4:30~~5:00 p.m., Monday through Friday, excluding District Holidays.

~~2.15.5~~2.15.4 Normal Operations and Maintenance staff work shifts are between the hours of 7:30 a.m. and ~~4~~5:00 p.m. Maintenance and Operations Department crews are subject to working shifts that include weekend coverage.

MOU

5.1 Hours of Work

The standard work week is a seven (7) day work period which shall begin at 12:00 a.m. Saturday and shall end the following Friday at 11:59 p.m. However, All employees working a 9/80 alternative work schedule shall have an FLSA workweek (in accordance with 29 C.F.R. sec. 778.105) which begins four hours after the start time of the day of the week which constitutes the employee's alternating regular day off. The workweek shall end exactly 168 hours later. Any employee converting to a 9/80 alternative schedule or changing their work week will need to do so at the beginning of

the pay period. The pay period is a fourteen (14) day work period which shall begin at 12:00 a.m. Saturday and shall end the following Friday at 11:59 p.m. The pay period shall consist of two (2) work-weeks and payday will be the second (2nd) Wednesday following the end of each and every pay period. Employees, required by the nature of their job to work a period of time greater than that defined herein, shall be compensated for hours in excess of the full-time work week on the basis of, and in accordance with, the provisions set forth herein relating to overtime, unless otherwise provided herein.