



TAHOE-TRUCKEE SANITATION AGENCY

POLICIES AND PROCEDURES

A Public Agency
13720 Butterfield Drive
Truckee, CA 96161
(530) 587-2525
FAX (530) 587-5840

POLICY NUMBER: XXX
EFFECTIVE DATE: April 19, 2023
REVISED DATE: N/A
SUBJECT: ALTERNATIVE WORK SCHEDULE POLICY

I. PURPOSE:

The purpose of this policy is to set rules and procedures related to the establishment and administration of an alternative work schedule (AWS).

II. POLICY:

A. General Manager, Administrative, Engineering, Maintenance, and Laboratory Departments

Through this policy, the General Manager authorizes each Department Manager to offer to their work group, at their discretion, certain alternative work schedules that have been approved by the Agency. It is intended that any alternative work schedule offered will enable employees to work the alternate hours to accommodate department needs as well as the employee's personal needs. The Agency is hopeful that this policy will help meet goals such as: employees' achievement of a work-life balance; and reduction in commute days for employees, thereby reducing commute costs, as well as reducing overall environmental impact of commuting.

Alternative work schedules are not an entitlement and management may withdraw its authorization for the employee's participation in an alternative work schedule for any reason. Additionally, alternative work schedules may not adversely affect the department's ability to provide coverage or maintain service levels. The Agency may revise the start times for any employees from time to time and will attempt to provide reasonable advanced notice (e.g., four weeks advance notification if possible) prior to implementing such changes.

The Agency's workweek shall begin each Friday at 11:00 a.m. and extend through 10:59 a.m. on the following Friday.

In general, the General Manager, Administrative, Engineering and Maintenance departments work the 4/10 AWS of 6:00 a.m. to 4:30 p.m., Monday through Thursday, which includes a one-half (0.5) hour unpaid lunch on each work day. In certain departments, the standard start and end times may vary slightly to allow for staggered staffing, at the manager's discretion.

In general, the Laboratory work hours follow the standard 5/8 schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, which includes a one-half (0.5) hour unpaid lunch.

B. Operations Department (Excluding Laboratory)

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In general, wastewater treatment plant shift operators are assigned to an AWS of 12-hour shifts on a rotating basis to either Group A or Group B, and either Day or Night shift. Depending on the shift assignment, wastewater treatment plant shift operators work the following hours:

Group A – Day <u>Week 1</u> Sun: 6:00 am – 6:00 pm Mon: 6:00 am – 6:00 pm Tue: 6:00 am – 6:00 pm Wed: 2:00 pm – 10:00 pm Th: OFF Fri: OFF Sat: OFF	Group A – Day <u>Week 2</u> Sun: 6:00 am – 6:00 pm Mon: 6:00 am – 6:00 pm Tue: 6:00 am – 6:00 pm Wed: OFF Th: OFF Fri: OFF Sat: OFF	Group A – Night <u>Week 1</u> Sun: 6:00 pm – 6:00 am Mon: 6:00 pm – 6:00 am Tue: 6:00 pm – 6:00 am Wed: 10:00 pm – 6:00 am Th: OFF Fri: OFF Sat: OFF	Group A – Night <u>Week 2</u> Sun: 6:00 pm – 6:00 am Mon: 6:00 pm – 6:00 am Tue: 6:00 pm – 6:00 am Wed: OFF Th: OFF Fri: OFF Sat: OFF
Group B – Day <u>Week 1</u> Sun: OFF Mon: OFF Tue: OFF Wed: OFF Th: 6:00 am – 6:00 pm Fri: 6:00 am – 6:00 pm Sat: 6:00 am – 6:00 pm	Group B – Day <u>Week 2</u> Sun: OFF Mon: OFF Tue: OFF Wed: 2:00 pm - 10:00 pm Th: 6:00 am – 6:00 pm Fri: 6:00 am – 6:00 pm Sat: 6:00 am – 6:00 pm	Group B – Night <u>Week 1</u> Sun: OFF Mon: OFF Tue: OFF Wed: OFF Th: 6:00 pm – 6:00 am Fri: 6:00 pm – 6:00 am Sat: 6:00 pm – 6:00 am	Group B – Night <u>Week 2</u> Sun: OFF Mon: OFF Tue: OFF Wed: 10:00 pm - 6:00 am Th: 6:00 pm – 6:00 am Fri: 6:00 pm – 6:00 am Sat: 6:00 pm – 6:00 am

In general, non-rotation wastewater treatment plant operators (Utility Crew) work an AWS of 4/10's, from 5:30 a.m. to 4:00 p.m., Monday through Thursday, though some hours may vary slightly based on departmental needs and the manager's discretion.

III. DEFINITIONS:

Workweek: The workweek is a fixed and regularly recurring period of seven (7) consecutive 24 hours periods (168 hours).

Pay Period: The Agency pay period consists of two (2) workweeks.

5/8 Standard Work Schedule: The 5/8 standard work schedule consists of ten (10) work days of eight (8) hours for a total of 80 hours during a two-week pay period. Under the 5/8 schedule, one calendar week shall consist of 40 hours, comprised of five (5) eight (8) hour days, generally working Monday through Friday. Varying work hours may be considered, but should generally be between the hours of 6:00 a.m. to 5:30 p.m.

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4/10 Alternative Work Schedule: The 4/10 AWS consists of eight (8) work days of ten (10) hours for a total of 80 hours during a two-week pay period. The regularly scheduled day off will generally be Friday of each week. Under the 4/10 schedule, each calendar week shall consist of 40 hours, comprised of four (4) ten (10) hour days, generally working Monday through Thursday with Friday off. Extenuating circumstances may warrant the selection or assignment of a day off other than Friday, but must be approved by the Department Manager. Varying work hours may be considered, but should generally be between the hours of 6:00 a.m. to 5:30 p.m.

9/80 Alternative Work Schedule: The 9/80 AWS consists of four (4) work days of nine (9) hours and one work day of eight (8) hours in one calendar week, and four (4) work days of nine (9) hours with one day off in the next calendar week. The eight (8) hour workday and the employee's regularly scheduled day off must be on the same day of the week, which is generally Friday. Any variation to this schedule must be approved by the Department Manager. Varying work hours may be considered, but should generally be between the hours of 6:00 a.m. to 5:30 p.m.

IV. **PROCEDURE:**

The Agency is generally open for public business between the hours of 7:00 a.m. to 4:30 p.m. Monday through Thursday. The Department Managers assign individual work schedules to accommodate such public business hours. All employees are required to be at their assigned work locations and prepared to work at the start of their scheduled time.

- A. Approval of an AWS, if given, shall be based on business needs and requires approval from the employee's immediate supervisor and Department Manager.

Generally, AWS's should be set to include the hours between 6:00 a.m. – 5:30 p.m. Friday is the preferred day to be utilized as the flex day.

Generally, employees may request particular work start and end times for the approved alternative work schedules, but these times must generally be between the hours of 6:00 a.m. and 5:30 p.m. Monday through Friday.

- B. A completed and approved Work Schedule Request Form (see Attachment) must be forwarded to Human Resources for processing and approval prior to the employee beginning an alternative work schedule.
- C. Once the AWS has been chosen and becomes effective, non-exempt employees may not alter their scheduled day off without an authorized permanent change to the work schedule, unless necessitated by business need or unless approved for each temporary instance by the employee's immediate supervisor and Department Manager.
- D. Generally, employees may request no more than one change to their work schedule per rolling calendar year.

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- E. If an employee is required to work on their flex day, which may include training or attendance at a conference, non-exempt employees may be asked to change their work schedule for the week so that hours worked in the work week do not create overtime. For example, if an employee is required to work eight (8) hours on their flex day, the supervisor may request that the employee work four (4) seven (7) hour days that week, instead of four (4) nine (9) hour days, so that the total number of hours for the workweek does not exceed 40. All overtime must be pre-authorized by the employee's supervisor.

V. RESPONSIBILITY FOR REVIEW:

Human Resources shall review this policy as needed.



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Work Schedule Request Form

Employee Name: _____

Department: _____

Step 1: Indicate the requested work schedule

- ☐ The 5/8 work schedule must consist of five (5) eight (8) hour days in each calendar week.
- ☐ The 4/10 work schedule must consist of four (4) ten (10) hour days and one flex day in each work week.
- ☐ The 9/80 work schedule must consist of four (4) nine (9) hour days and one (1) eight (8) hour day in the first calendar week, and four (4) nine (9) hour days and one (1) flex day in the following calendar week.

Step 2: Determine Flex Day – Depending on requested schedule, the flex day (if applicable) off should generally be scheduled to occur on Friday.

- ☐ Friday (4/10 or 9/80 schedule)
- ☐ Monday (4/10 schedule only)

Step 3: Indicate the requested date the alternative work schedule is desired to begin: _____

Step 4: Indicate the requested work hours

- ☐ _____ a.m. - _____ p.m.

Step 5: Obtain proper authorization

I understand that by signing this form, I agree that I am: electing to participate in an optional work schedule; to adhere to the work schedule shown above; and to abide by the terms and conditions of the Alternative Work Schedule Policy.

Employee Signature and Printed Name: _____

Date: _____

Supervisor Signature and Printed Name: _____

Date: _____

Manager Signature and Printed Name: _____

Date: _____

Human Resources will provide each employee with an approval notification for any schedule changes.