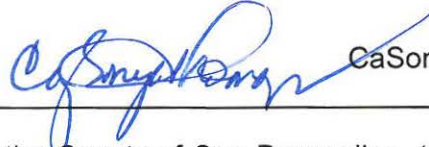


**County of San Bernardino
Department of Behavioral Health**

Work Schedules Policy

Effective Date 08/97
Revision Date 09/16/2013



CaSonya Thomas, Director

Policy It is the policy of the County of San Bernardino, to authorize the Director of the Department of Behavioral Health (DBH) to offer, at his/her discretion, the 9/80 alternate work schedule. All work schedules must conform to the requirements of the Fair Labor Standard Act ([FLSA](#)) and the applicable memorandums of understanding. DBH employees must code and record the hours worked appropriately.

Purpose To inform all DBH staff of the Department's policy concerning work schedules. Flexibility in work schedules enables employees to integrate their personal lifestyles with their profession and aims to enhance the Department's ability to recruit and retain qualified individuals.

Alternate Work Schedules All schedules shall be assigned and approved by the Appointing Authority (e.g. DBH Director, Deputy Director, Program Manager, Supervisor or Designee). When an individual requests an alternate work schedule, the entire clinic or work unit schedule will be reviewed by the immediate Supervisor; and selection of flex days will be made to ensure adequate staff coverage throughout the week and demonstrate no detrimental impact on the program. The 9/80 work schedule is not an entitlement and shall not be provided at the expense of service to the public.

Shift start and end times is at the discretion of the Appointing Authority and will be based on program needs and hours of operation in order to supply adequate coverage.

Alternate work schedules may be given to those employees who have demonstrated the ability to provide standards of service necessary to fulfill their jobs. DBH staff will sign one of the [Work Schedule Agreement forms](#). Criteria considered for employees to have an alternate work schedule shall be:

- Work Performance Evaluations (WPE) each performance criteria in the WPE shall be "meets standards" or better, as determined by the immediate supervisor.
 - Employee meets job expectations, including deadlines and mandates in a timely manner; and
 - Satisfactory attendance/punctuality.
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Work Schedules Policy, Continued

Alternate Work Schedules
(continued)

The Appointing Authority or Designee shall have the option of terminating the use of an alternate work schedule if it is detrimental to the overall program and/or the employee fails to maintain qualifying criteria as mentioned above.

Appropriate notice shall be given whenever a schedule change is made. All schedule changes must occur at the beginning of a pay period.

Enrollment in an Alternate Work Schedule

It is the responsibility of the employee to request and receive approval from their appointing authority to be on an alternate work schedule. No employee will be required nor in any way compelled to participate. Employees wanting to enroll in the 9/80, the 4/10, or a deviation to the traditional work schedule, must meet the eligibility criteria and submit the appropriate schedule request form to their immediate supervisor and program manager for approval. Once approved, the supervisor will contact payroll for instructions on updating the eTime user preference page to correspond to the newly approved schedule. The new schedule must be entered *after* eTime submission deadlines have passed for the last pay period worked on the current schedule. The new schedule must start at the beginning of a new pay period.

Copies of approved schedule agreements will be sent to DBH payroll and Human Resources (HR).

Traditional Work Schedule Guidelines

Work Period: The traditional work schedule requires a 40-hour work week, 5 days a week, 8 hours per day. The work week begins Saturday 12:00 A.M. and runs through Friday 11:59 P.M. Employees will be assigned the traditional work schedule unless otherwise approved for an alternate work schedule.

Example:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
	8	8	8	8	8	
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
	8	8	8	8	8	

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Work Schedules Policy, Continued

Alternate work schedule deviations from the traditional work week

A deviated traditional work schedule requires 40 hours per week, but the hours per day can vary to accommodate special circumstances and must be approved by the Appointing Authority or Designee.

Example 1:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
9	4	9			9	9
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
9	4	9			9	9

Example 2:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
9	8	6			9	8
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
9	8	6			9	8

9/80 Work Schedule Guidelines

Work Period: The work period (seven consecutive days during the pay period) for employees who are covered by FLSA requirements is as follows:

- Employees with every other Monday or Friday off have a work period of Monday or Friday, 12:00 P.M. through the following Monday or Friday, 11:59 P.M.
 - For those employees with alternate Mondays or Fridays off, four hours will always be shifted to another week to complete the standard 40 hour work week. The Monday or Friday worked is an 8 hour day.

1st Monday Flex:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
	4 _{aws}	Flex	9	9	9	9
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		* / 4	9	9	9	9

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County of San Bernardino Department of Behavioral Health

Work Schedules Policy, Continued

Alternate work schedule deviations from the traditional work week (continued)

Note: On week 2, the last four (4) hours worked on Monday is coded to week 1.

2nd Monday Flex:

Prior Pay Period						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
	4 _{aws}					
Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		* / 4	9	9	9	9
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		Flex	9	9	9	9

Note: On week 1, the first four (4) hours worked on Monday is coded to prior pay period.

9/80 Work Schedule Alternate work schedule deviations from the traditional work week

1st Friday Flex:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		9	9	9	9	Flex
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		9	9	9	9	4 / *
Following Pay Period						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
4 _{aws}						

Note: On week 2, the last four (4) hours worked on Friday are coded to the following pay period.

2nd Friday Flex:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		9	9	9	9	4 / *
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
4 _{aws}		9	9	9	9	Flex

Note: On week 1, the first four (4) hours worked on Friday is coded to week 2.

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County of San Bernardino Department of Behavioral Health

Work Schedules Policy, Continued

**4/10 Work
Schedule
Guidelines**

Qualifying Programs: Only programs with extended hours or 24/7 hours, qualify for a 4/10 work schedule. Qualifying programs are listed on the [4/10 Agreement Form](#).

Work Period: The work period requires a 40-hour work week, 4 days a week, 10 hours per day. The work week begins Saturday 12:00 A.M. and runs through Friday 11:59 P.M. The schedule shall consist of 4 days in work week 1, and 4 days in work week 2 with an adequate number of "days of rest" between the two work weeks. The 4 days worked shall be the same 4 days in each work week.

Example:

Week 1						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		10	10	10	10	
Week 2						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
		10	10	10	10	

**Scheduling
Work Hours**

There shall be a minimum of eight (8) consecutive hours of rest from the time one shift ends and the time the next shift begins. When events require staff to exceed their scheduled work hours, the Department will adhere to the DBH Standard Practice Manual, HR4025, [Overtime Policy](#).

Holidays

Each employee on the 9/80 or (4/10) work schedule may be required to take an hour or two (2) hours of either vacation, holiday, or compensatory time earned for each holiday that occurs on a nine (9) or 10-hour day. In lieu of using vacation time, the employee may have the option of working an additional hour or two (2) hours during the work week in which the holiday(s) falls subject to approval by the employee's supervisor.

Any employee whose day(s) off happens to be their 9/80 or 4/10 flex day and falls on a County holiday, will bank the eight hours of County holiday time. This will appear on the employee's paycheck stub as eight hours of "holiday" accrued.

Holidays occurring on the employee's regular Friday or Monday eight (8)-hour work day are not affected by the above schedule.

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Work Schedules Policy, Continued

Meal Periods Shifts will include a minimum of 30 minutes to a maximum of 1 hour lunch break for all shifts consisting of 6 or more hours. This meal period shall be taken in the middle of the shift and shall be considered non-paid, non-working time.

Exception: For weekend shifts or graveyard shifts, when no backup coverage is available there may be the need to exclude the duty-free meal period. In this instance, the employee shall be allowed a maximum of 20 minutes of working time for a meal.

Work Schedule Agreement Forms [4/10 Work Schedule Agreement](#)
[9/80 Work Schedule Agreement](#)
[Deviated Traditional Work Schedule Agreement](#)

References County of San Bernardino and San Bernardino Public Employees Association Memorandum of Understanding
California Nurses Association, Memorandum of Understanding
County of San Bernardino, Nurses Unit and Per Diem Nurses Unit
United States Department of Labor Fair Labor Standards Act (FLSA)

Related Policy DBH Standard Practice Manual, HR4025, [Overtime Policy](#)
