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Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 908
(Replaces AD 908 dated 9/15/2005)

Effective Date: August 10, 2006

SUBJECT: ALTERNATE WORK SCHEDULE

I. PURPOSE

Alternate work schedules (AWS) vary from standard work hours. They are subject to management approval, periodic review for continued efficacy, and discontinuation by either party with proper written notice.

Alternate work schedules allow Coalinga State Hospital (CSH) to provide:

- A. Management with greater flexibility in covering critical areas, thus improving the quality of user and support services.
- B. Improved employee morale and job satisfaction.
- C. Employees with more time for personal matters and allows them to conserve their sick and vacation leave balances.
- D. A means of decreasing the number of commutes to the work site.

II. AUTHORITY

By order of the Executive Director, Department of Mental Health, consistent with the authority provided in Government Code section 11152, and by MOU agreement.

III. POLICY

Requests for alternate work schedules will be considered on an individual basis for all employees and must be approved by the Executive Director.

IV. METHOD

An alternate work schedule is an alternative to the customary full-time, five-day, 40-hour (5/8/40) workweek or hours of work that differ from those typically scheduled for employees within a department or program. The primary alternate work schedules used by the hospital are:

- A. 4/10/40 -- A 40-hour minimum workweek of four ten-hour days between Sunday and Saturday.

PATIENT RESTRICTED

- B. 8/9/80 -- Eight 9-hour days and one 8-hour day in a two-week period with one day off every other week. The work schedule begins at 12:00 noon on their scheduled eight-hour day and ends at 11:59 a.m. on the same day of the following week. The 8-hour day and the scheduled day off must be on the same day of the week.
- C. Alternate work hours include, but are not limited to the following examples:
 - 1. Straight eights (8s): A continuous 8-hour work shift without a lunch break.
 - 2. A start and stop time two (2) or more hours different than the majority of employees in the same work area, classification, assignment or duties.
 - 3. Variable start and stop time, such as two 12-hour days, one 6-hour day, and one 10-hour day.

All other schedules, in addition to those listed, must be on file in the Personnel Office prior to the effective date.

V. REQUESTING AN ALTERNATE WORK SCHEDULE

Provisions of the Fair Labor Standards Act (FLSA), Bargaining Unit contracts, and Work Week Group designation shall be considered in review of all requests for AWS. Requests for AWS shall not be arbitrarily denied or canceled.

An approved Request for Alternate Work Schedule must be on file in the Personnel Office prior to the effective date. Effective dates shall be the beginning of the State Controllers' Office pay period. The process for approval is outlined below.

- A. An employee requesting to participate in an AWS must submit a Request for Alternate Work Schedule (MH 3038) to his/her immediate supervisor.
- B. The immediate supervisor reviews the request for effect on workflow, coverage and operational impact. If approved, the request is forwarded through the chain of command.
- C. The Executive Director has final authority to approve or deny a request for an AWS.
- D. Management will endeavor to respond to an initial Request for Alternate Work Schedule within fifteen (15) calendar days. A written response will be given no later than thirty (30) calendar days of the request. Bargaining contract language should be checked for any variation from this standard.
- E. A new Request for Alternate Work Schedule must be submitted if the employee changes his/her work location.

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VI. TERMINATION OF ALTERNATE WORK SCHEDULE

All AWS termination effective dates are effective on the last day of the State Controllers' Office pay period.

- A. The employee may terminate his/her AWS agreement by providing written notice to the supervisor at least 30 calendar days prior to the effective date.
- B. Management may terminate an employee's AWS agreement by providing written notice to the employee at least 30 calendar days prior to the effective date.
- C. Assignment or transfer to another work location will automatically cancel AWS agreement between the parties.

VII. MANDATORY TEMPORARY REVERSION TO 5/8/40 SCHEDULE

The employee shall temporarily revert from an AWS to a 5/8/40 schedule under the following circumstances.

- A. Is off work on pending or approved NDI, IDL or TD benefits;
- B. Is on Military Leave;
- C. Is assigned to Jury Duty for five (5) days or longer;
- D. Is loaned to or borrowed from a unit not participating in AWS;
- E. Is placed on suspension.

VIII. MOD/PMOD DUTY

The following options are available when an employee on an AWS is scheduled for MOD/PMOD duty.

- A. Revert to a 5/8/40 schedule during the week of assignment; or
- B. Reduce the hours of compensation for MOD/PMOD duty.



W. T. VOSS
Executive Director