



# Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

NUMBER 62

## Alternative Work Schedules

Effective Date: September 23, 2008

Revision Date: ~~June 6, 2016~~

Revision Date: August 6, 2019

### **POLICY STATEMENT**

The Board of Supervisors, through adoption of this policy statement and in recognition of environmental concerns as well as operational needs, expresses its support of implementation of Alternative Work Schedules where services to the public during the days of the week and hours they have so authorized are not negatively impacted. ~~While employee morale is important;~~ ~~therefore,~~ the convenience of the employee(s) ~~should not may~~ be ~~an overriding~~ consideration in implementing an alternative work schedule arrangement.

#### Evaluation/Implementation Criteria

When evaluating/implementing Alternative Work Schedules, the following criteria must be utilized:

- The schedule improves or maintains operational efficiency.
- The schedule represents a cost savings or is cost neutral.
- The schedule improves or maintains customer service levels.
- The schedule addresses greater environmental responsibility while maintaining or enhancing service levels.

### **MANAGEMENT RESPONSIBILITY**

Management is responsible for managing the affairs and operations of County government. ~~The County Administrative Officer and Director of Human Resources shall establish guidelines or Management Directives relative to Alternative Work Schedules. In addition, a~~Any consideration or implementation of Alternative Work Schedules shall be consistent with Memoranda of Understanding with certified representation units within the County. To ensure compliance with labor relations provisions and budgetary/operational issues, departmental requests shall be evaluated by both the County Administrative Office and Department of Human Resources. No alternative work schedules shall be implemented without prior approval by the County Administrative Office.

Each Department Head should establish internal protocols related to implementation of Alternative Work Schedules. Such policies should maximize the appropriate use of Alternative Work Schedules without diminishing employee performance and service delivery or increasing cost to the County.