

**LOCAL AGENCY FORMATION COMMISSION
OF
NAPA COUNTY**

PREAMBLE:

The Local Agency Formation Commission (LAFCO) currently offers a standard **10/80 work schedule for full-time employees**. As of July 6, 2002, LAFCO will make available an alternate 9/80 work schedule for all full-time employees. It should be understood that LAFCO's right to direct the work force shall remain unimpaired as delineated in the Memorandum of Understanding with the Public Service Employees.

This program will remain in effect only so long as the Executive Officer of LAFCO deems it to be in the best interest of the County and the Agency.

A. GENERAL POLICIES:

1. Definition of the Alternate Work Week Program (AWWP)

The AWWP is a program wherein there will be an alternate work week schedule which may be utilized by LAFCO staff when that AWWP schedule has been authorized by the Executive Officer. It would result in a work schedule as follows:

The basic unit of the AWWP will be the biweekly pay period composed of:

- 8 – Nine Hour Days
- 1 – Eight Hour Day
- 1 – Eight Hour Day Off

On weekly time cards, one week would show 44 hours worked; the second week would show 36 hours worked.

B. OPERATIONAL POLICIES:

1. Under the AWWP, LAFCO staff will be earning straight time and not time and a half for the hours worked in compliance with their approved AWWP schedule.
2. The AWWP and its privileges will be offered only to full time employees with permanent status and satisfactory performance evaluations as determined by the Executive Officer. The AWWP requires longer daily hours, coming to work earlier and staying later. If an employee develops a pattern of arriving late and/or leaving early when on AWWP, that person(s) participation in the AWWP will be discontinued.

3. The AWWP is not a mandatory program; an employee may choose to participate in this schedule or not. However, if an employee chooses this work schedule, and it is approved by the Executive Officer, this becomes the fixed work schedule for at least six months. If an employee has to drop out of the AWWP in less than six months, that employee may not switch back for at least six months.
4. The parameter AWWP hours will be 7:00 AM to 6:00 PM. However, LAFCO's normal business hours will remain 8:00 AM to 5:00 PM.
5. Generally speaking, lunch periods must be taken between the hours of 12:00 PM and 1:00 PM. Lunch hours may be one hour or one-half hour, but those hours must be consistent.
6. All full-time employees are entitled to two (2) 15 minutes coffee breaks daily. They may not be skipped and used to credit or to offset normal works hours whether they be AWWP or regular 8-hour days.

C. AWWP SCHEDULING POLICY:

If an employee requests the AWWP, the Executive Officer will determine the timing of the schedule and the day off. Staff should alternate Fridays in order to ensure that not all employees are off the same day.

The 8-hour day off, under the AWWP schedule, will always be on a Friday.

Employees are expected to attend all regularly scheduled, called or noticed staff meetings. Such meetings should be scheduled for days other than Fridays.

Periodically, the Executive Officer will evaluate the AWWP's work schedule and work production to ensure that the regular workload and productivity levels are maintained. The program will be evaluated on things including, but not limited to, the following: tardiness of employees, creation of additional workload for co-workers, creation of difficulties of workload or backup, lack of timeliness meeting deadlines and decreased productivity.

D. HOLIDAY POLICY:

1. If a holiday is observed on a day the employee is normally scheduled to work a 9 hour workday, the employee must use 1 hour of paid leave other than sick leave to make the full 9 hour holiday.
2. If a holiday falls on a Friday when the employee is scheduled to be off, the employee will receive 8 hours of holiday credit.

E. VACATION AND SICK LEAVE POLICY:

1. Vacation days and sick leave will count as the same number of hours that the employee would normally work on that day. Example: If the employee would normally work 9 hours on a given day but is unable to work that day due to illness, 9 hours of sick leave would be taken.
2. Scheduled vacations will be charged corresponding with the employee's work schedule. Example One: If the employee would normally work a 44 hour workweek and takes vacation for that week, 44 hours of vacation would be reported on the timecard for that week. Example Two: If the employee would normally work a 36 hour workweek and takes vacation for that week, 36 hours of vacation would be reported on the timecard for that week.

F. INITIAL AWWP IMPLEMENTATION:

1. To initially implement the AWWP, employees need to coordinate with the Executive Officer to determine with which week their AWWP will commence. An AWWP may start with either a short (36 hour) or long (44 hour) week, as long as the pay period consists of 80 hours.

I have read and reviewed this AWWP and understand the restrictions and provisions. I understand that the Executive Officer may curtail the program at any time.

Name

Date