

## **Unit Order: 09-006**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 09-006**

**Effective Date: 08/13/2009**

**Revision Date: 06/08/2011**

**Subject:**

Authorized Work Schedules

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish work schedules that will satisfy the employee's desire for a flexible and shorter workweek while also ensuring the Department's and/or Bureau's needs are met.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Facilities Planning Bureau (FPB) has three authorized work schedules, including:

1. **5 day, 40 hours per week (5/40)**
2. **4 day, 10 hours per day (4/40) with Friday or Monday off**
3. **9 day, 80 hours bi-weekly (9/80) with alternating Fridays off**

Section supervisors shall schedule their staff to ensure the Department's and/or the Bureau's needs are met, according to the following criteria:

1. **Employees shall begin their shift no earlier than 0630 hours;**
2. **Employees shall end their shift no earlier than 1530 hours (except those on 9/80 schedule on their 8 hour day);**
3. **Employees shall end their shift no later than 1730 hours;**
4. **Supervisors shall approve work schedules which ensure appropriate staffing in their Section;**
5. **Supervisors shall identify a back-up staff member for each person, ensuring that the designated back-up staff member is aware of their identified fellow staff's priority projects and can assist in addressing issues that may arise in their absence; and**
6. **A Bureau supervisor/manager shall be present during employee's working hours.**

Alternate work schedules shall be available as long as the needs of the Department and/or Bureau are being met. Management reserves the rights to revert back to a 9/80 or 5/40 work schedule and/or to revert back to 0700 – 1730 standard business hours, if the needs of the Department and/or Bureau are not being met. Management further reserves the right to implement reversion to a 9/80 or 5/40 work schedule on a Bureau-wide, Section-wide, or individual employee basis. If this occurs, management shall provide the allotted notification time as outlined in the respective memoranda of understanding (MOU).

All schedules shall comply with applicable County and Department policies and procedures, respective MOUs, and the Fair Labor Standards Act.

Requests to change a work schedule shall be submitted, in writing, to the employee's immediate supervisor two weeks in advance of the requested effective date. Requests to deviate from the delineated work schedules due to short-term, life situations shall be submitted, in writing, to the employee's immediate supervisor for consideration on a case-by-case basis. Schedule changes shall be approved on a first come, first served bases. Schedule selection conflicts will be resolved based on the affected employees' Unit seniority date and, in the event of a tie, then by the affected employees' Department seniority date.

FPB's Director, or his/her designee, shall have final approval of any schedule change.