

Effective October 1, 1999, the Rockdale County Board of Commissioners approved a new work schedule alternative, the Compressed Work Schedule, for personnel assigned to regular eight hour, five day workweeks. This program is not suitable for all county employees. For that reason, any department wishing to implement the CWS must first receive approval from the Chairman BOC.

Compressed Work Schedule

I. Purpose

The purpose of this document is to provide the employees of Rockdale County with information regarding participation in the HR 4/10 Compressed Work Schedule Plan.

II. Introduction

The Compressed Work Schedule (CWS) is designed to provide Rockdale County employees with an 80-hour biweekly basic work requirement to be included in only eight (8) workdays. The biweekly pay period consists of eight (8) workdays—four (4) days one week and four (4) days the next week of a pay period. Each week will include four ten (10) hour days, Monday through Friday leaving one (1) day as a non-work day.

III. Requirements

A. Participation:

The CWS program applies to all non-shift Rockdale County employees whether exempt or nonexempt under the Fair Labor Standards Act. An employee may request participation in the CWS program approved for implementation in his/her department or continue to work the Rockdale County official hours of operation, which is 8:00 a.m. to 5:00 p.m., Monday through Friday. Each employee must document arrival and departure times each day on the appropriate time sheet.

B. Responsibility:

1. Supervisor:

- a. Supervisors should approve or disapprove a compressed work schedule within an organizational component only after a consultation with the immediate work group. A proposed schedule should be disapproved only if it would have an adverse impact on the department's function (e.g., a reduction in productivity, a diminution in the level

of service to our customers, or a increase in the cost of operations). In this instance, the supervisor may restrict, change, or deny the participation of an employee in the plan.

- b. Supervisors are expected to plan and organize assignments to provide work and measurement of accomplishments during the employee's hours. Although CWS provides greater freedom for all employees to choose their working hours, it must be remembered that other local, state and federal agencies and organizations may be on different schedules. For this reason, it is imperative that adequate coverage be provided during official operational hours. This will be the responsibility of the supervisor to manage his/her staff. In addition, there will be no routine overtime granted in order to provide adequate supervision or telephone coverage; needs should be anticipated and schedules made accordingly.
- c. Supervisors should act as soon as possible on requests (normally within 5 days) for participation or changes in the 4/10 work schedule plan. Supervisors should coordinate all requests with the Board of Commissioners through the department head, HR, and the BOC.
- d. Supervisors must assume responsibility for proper record maintenance, certification, and reporting of information to timekeepers. Supervisors should also ensure that each employee knows whom to contact in the event of an emergency.

2. Employee:

- a. CWS gives each employee a measure of personal control over the work environment, which previously had not been possible. This new freedom is accompanied by an equal degree of responsibility. Each employee is expected to be present during the core period on scheduled workdays and to fulfill the commitment to account for a full 80-hour biweekly period for full-time employees.
- b. Each employee is expected to cooperate with coworkers and supervisors to ensure effective use of CWS. While supervisors are expected to make every effort to schedule meetings and other special activities during core times, there may be times when a supervisor will ask an employee to arrange his/her schedule to meet program

needs. When possible, the employee will be given advance notice of the special need.

- c. Employees who wish to participate in the 4/10 plan or make changes in their existing 4/10 work schedule must submit a written request to their supervisor.
- d. If an employee is nonexempt under the Fair Labor Standards Act (FLSA), he/she will not work overtime (paid or compensatory time) unless officially ordered and approved in advance.
- e. Employees who wish to change the 4/10 work schedule to a standard work schedule must submit a completed request to the supervisor at least two (2) weeks before the requested date. (If it's approved, the change will be effective the following pay period).

C. Program Criteria:

1. Operational Hours:

The Rockdale County official operational hours are 8:00 a.m. to 5:00 p.m. for non-shift workers, Monday through Friday. Supervisors must ensure that organizational components are sufficiently staffed to function adequately during these hours.

2. Basic Work Requirement:

Compressed Work Schedules: A full-time employee must work 80 hours in a biweekly period (40 hours per week) but may be scheduled to work fewer than 10 workdays.

3. Lunch:

Lunch schedules during the ten (10) hour workday will range in duration from thirty (30) minutes to one-hour in length due to the increased workday.

4. Overtime/ Compensatory Time:

Overtime and compensatory time provisions have not changed. Overtime must be requested and authorized by the supervisors. Hours, which a non-exempt employee are required to work by management in excess of the basic work requirement, must be compensated as either compensatory time or overtime.

5. Holidays:

a. In the event that a holiday falls on a scheduled workday, eight (8) hours will be paid as holiday pay with two (2) hours taken from PTO or Leave Without Pay (LWOP) in order to make up for the difference from the CWS ten (10) hour day.

b. If the holiday falls on a non-work day, that day will remain an unpaid non-work day with the previous or following regularly scheduled workday becoming the new observed holiday.

c. If required to work on the observed holiday, the employee will be entitled to their regular pay plus eight (8) hours of holiday pay. If the holiday is taken, then two (2) hours of PTO or LWOP will be required to cover the ten (10) hour period.

5. Work Schedule Designations:

All work schedules must be approved/ disapproved by the immediate supervisor and reviewed by the Department of Human Resources, and BOC. Employee requests for CWS will be submitted no later than two weeks prior to the proposed effective date.

6. Time Accounting:

Whether participating in the CWS program or not, each Rockdale County employee will document arrival and departure times each day using a provided time sheet. The arrival time will be the time reporting to the office for work, not the time arriving in the office if the employee immediately leaves for a break or a meal. The immediate supervisor (or designated representative) may sign in/out an employee provided the supervisor (or designee) initials and dates the record to reflect the action. Falsification of time records by an employee may result in disciplinary action, up to and including termination.

7. Training:

Employees attending conferences or training courses will be guided by the schedules for conferences or training courses and must alter their CWS accordingly. This normally will involve reverting to the 8:00 a.m. to 5:00 p.m. workday. Training courses or conferences will not alter the requirement for all employees to account for their approved work schedule.

Definitions:

1. Compressed Work Schedule- an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays.
2. 4/10 Plan- A Compressed Work Schedule in which an 80-hour biweekly basic work requirement includes eight (8) workdays—four (4) days one week and four (4) days the next week of a pay period.
3. Non-work Day- the predetermined day off under the Compressed Work Schedule plan.

The Board of Commissioners reserves the right to discontinue or modify this program in the future:

Approved:

BOARD OF COMMISSIONERS

9-14-99
Date

Norman Wheeler
Chairman

Attest:

Bud Lasebee
Commissioner

Jean Hambrick
Ex-Officio Clerk

Russell J. Hunt
Commissioner