

	<b>ADMINISTRATIVE DIRECTIVE</b> <b>BUILDING OPERATIONS: TUESDAY - FRIDAY</b>	<b>Approval Date</b> June 2, 2020
	<b>ADMINISTRATIVE DIRECTIVE</b> (Supersedes any corresponding polices in the employee manual until manual is updated to reflect current changes)	<b>Revision Date</b>

**ADMINISTRATIVE DIRECTIVE APPROVED BY: Raymond H. Gonzales, County Manager**

**PURPOSE and SCOPE:**

To provide extended hours to serve our community while supporting our priority of being an Employer of Choice along with generating significant cost savings and increased flexibility in work schedules to support employees, Adams County facilities will be open to serve the public Tuesday – Friday, 7 a.m. to 5:30 p.m.

Many employee schedules will need to be adjusted to support this new schedule, but alternative schedules that allow employees to work from home on Mondays will be permitted.

**DIRECTIVE:**

Staff schedules must be adjusted to support the four (4) day building operations schedule in order to ensure customer support during business hours.

**Work Schedule Options for Full-Time Employees:**

Supervisors should set employee schedules based on the following hierarchy of needs:

1. Department and team service requirements
2. Job specific requirements
3. Employee interest

Four, 10-hour Shifts	Five, 8-hour shifts	Nine shifts over two weeks (9-80)	Four nine hour shifts with one 4 hr. remote shift	Other
Tuesday - Friday 7 a.m. to 5:30 p.m. (or a 10-hour workday that overlaps with the 7:00am to 5:30 pm business hours).	Monday - Friday with Mondays working remotely. Typically, an 8 a.m. to 4:30 p.m. schedule (or a specified 8-hour workday that is within the 7 a.m.	Week A: Monday - Friday, four, 9-hour days and one, 8-hour day with Mondays working remotely.  Week B: Working four 9-hour days, selected day off	Monday 4 hours remote, Tuesday-Friday 9 hours.	Specific departments will have other schedules based on the unique requirements of those roles. Employee may propose alternative schedules that meet working hour requirements to their

	to 5:30 p.m. business hours).	and Monday remotely  *This schedule requires designation of an alternate workweek with Payroll.		Director or elected official. Guidance below.
--	-------------------------------	---	--	---

Departments may alter the 4-day per week schedule to better fit the needs of their specific department with County Manger approval. Departments with many positions in the field outside of Adams County buildings, may consider a Monday-Thursday schedule along with a Tuesday-Friday schedule.

Reduced schedule option: employees can also request a reduction in hours as an alternative schedule. For example, an employee can request a Tuesday- Friday, 8 hours per day schedule. If this can be done without impacting the departments’ ability to provide its services, Department director or deputy director approval is required, compensation and benefits will be adjusted proportionally.

Schedules are to be set for an extended period and are not designed to be changed frequently. Schedules should generally only be adjusted quarterly. Any changes in an approved schedule will require pre-approval from a supervisor/manager/directly.

Supervisors may temporarily modify an employee’s regular schedule as county business requires (e.g. to cover a co-worker’s absence) with at least one week’s notice to the employee. Long term or permanent modification to the employee’s schedule requires approval of the director or elected official.

**Use of Leave:**

When an employee takes leave (sick, annual, admin), the employee needs to use the number of hours for the scheduled shift for that day. For example, if an employee is scheduled to work four 10-hour days and they take a day as annual leave, they would request 10 hours of annual leave for that day.

Exempt Administrative Leave Days: all exempt employees will continue to have access to Exempt Administrative Leave regardless of what schedule they work. An Exempt Administrative Leave Day is equal to 8 hours. If you use an Exempt Administrative Day during a 10-hour shift or a 9-hour shift, you will need to take additional hours of annual leave.

Jury Duty and Bereavement Leave (40 hours) should be applied to match your normal daily schedule.

**Holidays:**

Any official countywide building closures due to a holiday designated by the Board of County Commissioners falling on a Monday will be observed the following Tuesday. Holidays will continue to equate to 8 hours.

**Guidance for Alternative Work Schedule Proposals:**

An employee can propose an alternative schedule different from the options above by submitting a proposal that addresses the following questions to the director or elected official for consideration.

- The days and hours to be worked
- How the schedule would allow them to perform the core functions of their position
- How the proposed schedule would impact office functions and meetings and what they would propose to minimize any negative impact

**Access to Internal Services on Mondays:**

If an employee works on Mondays when Adams County facilities are closed, the employee may not be able to access certain internal services.

**ADA Accommodations and Alternative Work Schedules:**

If an employee needs or prefers to work an alternative work schedule due to a disability or medical issue, the employee should make this request through the ADA accommodation process with People & Culture Services. This allows P&C to ensure that they have documented the reason for the request.