Alternative Work Schedules
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What is an Alternative Work schedule?

- **Regular Work Schedule** – five consecutive eight hour shifts in a week

- **Alternative Work Schedule** – full-time work weeks of less than five days
  - 4/10 – four 10 hour shifts over one week
  - 9/80 – eight 9 hour shifts and one 8 hour shift over two weeks
Why Might an Employee Want?

• Fewer work days

• Less commuting

• Can create work hours during non-peak hours (less hectic so can get more work done)
Why Might a Department Want?

- Can provide better coverage
- Increased employee morale
Why Might a Department be Concerned?

- **Longer work days**
  - Fatigue; less production
  - Working hours that are not when needed (e.g., does it make sense for a secretary to come in at 6 am?)
  - Working hours when there may not be supervision (e.g., how much work is going to get done when no one else is around; not a good idea for employees with performance issues)

- **Fewer work days**
  - 9/80 – one less day every two weeks
  - 4/10 – two less days every two weeks
Under What Circumstances?

• **Cost Neutral** – employees should not receive greater benefits under an alternative work schedule (e.g., legal holidays are an 8 hour benefit; employees working a 4/10 do not get 10 hours LH)

• **Mutual Agreement** – schedules require agreement of the employee and the City; City can end an alternative work schedule unilaterally with providing sufficient notice

• **Serves the Department’s Needs** – if an alternative work schedule will impair a department’s mission, then it should not be approved