

SECTION XIV - COMPENSATION POLICIES

F.

4. 9/80 Flexible Work Schedule

The City may approve the use of a 9/80 work schedule. This policy applies only to those who work the 9/80 schedule. The 9/80 compressed work schedule is not to be used without the express written approval of the employee's Department Director and Mayor and notification (schedule) provided to Human Resources. A department is not required to provide this alternate schedule to employees if operations do not accommodate this flexible schedule, as determined by the Department Director. At the time a 9/80 schedule is approved for an employee, they are to complete an "Alternate Work Schedule" form (see Appendix A) and submit it to Human Resources to remain on file. The form is to be completed in coordination with the employee's Supervisor and/or Director.

a. Work Week and Work Days

City offices will remain open to internal and external customers during core business hours from 8 a.m. to 5 p.m., Monday through Friday, except official holidays. Under this policy, the work week begins at noon on Friday and ends at 11:59 a.m. on the following Friday. The workday begins at noon on any given day and continues until 11:59 a.m. on the following day. The 9/80 work schedule is consistent and repeatable every two weeks. The City of Sandpoint Personnel Policy includes schedules for all those employees who work schedules other than the 9/80.

Employees on the 9/80 work schedule are required to work nine hours (for example, from 7:30 a.m. to 5:30 p.m.) for eight workdays and eight hours on a ninth workday. Lunch breaks (Rest and Meal periods) may not be used to further compress an employee's work schedule. For example, an employee may not work from 8:00 a.m. to 5:00 p.m. without a lunch break and claim a nine-hour work schedule. Lunch hours can be 30 or 60 minutes as determined by the need of the department and coverage required for department services.

Employees working a 9/80 schedule will have alternate Fridays off (A/B Schedule) within their department in order to ensure coverage, including frontline City Hall coverage, which is to be coordinated across departments. In accordance with the Fair Labor Standards Act, the only day an employee may have as their day off and their "short" eight-hour day is Friday. This day cannot be changed to another day of the week without accommodating overtime to the employee. Therefore, it is the expectation that employees do not swap any other day of the week as their off or "short" eight-hour work day. On the employee's Friday to work, they must work four hours in the morning and four hours in the afternoon. Non-exempt employees cannot adjust their schedule to work more or less in the morning or afternoon on their Friday to work due to the fact that a work week runs from midday Friday to the following midday Friday. Employees are not to swap Fridays to work without

Supervisor and Department Director approval, considering all financial consequences to the change.

b. Effect on Overtime

The work week herein provides for a work schedule of 40 hours in a work week, although the employee would work 44 hours in one calendar week and 36 hours in the second calendar week of the two-week payroll period. Overtime would not be paid unless an employee exceeded 40 hours of work in the work week (not the calendar week). This is consistent with the City's policy of keeping overtime to a minimum and with the Federal Fair Labor Standards Act.

An example 9/80 schedule is provided below.

WEEK1	Monday	Tuesday	Wednesday	Thursday	Friday
40 hours	7 am to 5 pm	7 am to 5 pm	7 am to 5 pm	7 am to 5 pm	8 am to 12
WEEK2	Friday	Monday	Tuesday	Wednesday	Thursday
40 hours	1 pm to 5 pm	7 am to 5 pm	7 am to 5 pm	7 am to 5 pm	7 am to 5

c. Workday Beginning and Ending Times

An employee's starting time can vary between the hours of 7:00 a.m. and 8:00 a.m., provided the employee's starting time is observed on a regular basis. Departments are to ensure coverage is available during core hours of 8:00 a.m. to 5:00 p.m.

d. Holidays

A holiday is an eight-hour day, unless it falls on a 9/80 employee's nine-hour day. For any week in which there is a scheduled holiday, City offices are closed. An employee working a 9/80 work schedule will work their normally-scheduled work days, except for the holiday, and will be paid for 80 hours. In cases where a holiday falls on an employee's regular Friday off, the Holiday provisions of this Personnel Policy shall apply, and the employee would have eight hours placed in their Holiday Bank, as that represents the regular hours worked on the employee's normal Friday schedule.

e. Voluntary Implementation

The City may approve the use of a 9/80 work schedule. The 9/80 compressed work schedule is not to be used without the express written approval of the employee's Department Director. The 9/80 work schedule is discretionary, and employees may request a 9/80 work schedule using the forms provided by Human Resources. The forms will allow for designation by the employee of their starting and ending times for the work day that has been approved by their Department Director, and employees will be permitted to change their regular starting and ending times by providing reasonable notice (i.e., two weeks' notice) to their Department Director, who will either approve or deny the request to change.

f. Failure to Adhere to Work Schedule

Employees are expected to report for work at their scheduled time approved by their Supervisor and Department Director. Employees are to accurately report their time. Each Supervisor and/or Department Director shall review and approve timesheets for all department employees. Failure of an employee to report for work at the time approved by their Supervisor and/or Department Director shall be grounds for a Department Director to revoke approval of the 9/80 schedule. Such revocation shall be in addition to any potential disciplinary action.

APPENDIX A

ALTERNATIVE 9/80 WORK SCHEDULE FORM

If an employee has elected, with the Department Director’s approval, to work the 9/80 alternative work schedule, please complete this form and return to Human Resources prior to the change in schedule, and Human Resources will provide the date the 9/80 schedule can commence, in coordination with payroll cycles. Non-exempt employees are subject to the Fair Labor Standards Act wage and hour laws and are eligible for overtime. A non-exempt employee on a 9/80 alternative work schedule would be required to work eight days for nine hours and one day for eight hours, with one day off within a two-week pay period. Non-exempt employees are required to take the same alternating flex day off for the length of the alternative work schedule to remain in compliance with the definition of a workweek under the FLSA guidelines (i.e., regular flex day is Friday, cannot switch to any other day or switch Fridays off).

EMPLOYEE NAME:		EMPLOYEE TITLE:			
SUPERVISOR NAME:		DEPARTMENT:			
SCHEDULE EFFECTIVE DATE: _____					
SCHEDULE					
WEEK1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Length of lunch period (circle one): 30 minutes 60 minutes					

The standard workweek for overtime purposes is 12:00 pm Friday through 11:59 am the following Friday for those employees who work the 9/80 schedule. Consult with Human Resources to avoid overtime issues as a result of the work schedule change.

Example of a 9/80 work schedule: Nine-hour days, Monday through Thursday 7:30 am to 5:30 pm, with a one-hour uncompensated lunch period. Friday is an eight-hour day, 8:00 am to 5:00 pm, with a one-hour unpaid meal period beginning at noon. This schedule calls for a day off on the other Friday within the pay period.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Department Director Approval: _____

Date: _____

If you have any questions or concerns regarding this form, please contact the Human Resources Division at hr@sandpointidaho.org or 208-946-2060.