RESOLUTION 94-378

RESOLUTION APPROVING A POLICY REGARDING WORK WEEKS.
AND
OVERTIME OF HOUSING AND COMMUNITY DEVELOPMENT AGENCY EMPLOYEES

WHEREAS, the Board of Supervisors has approved flexible working
schedules for County Departments provided that service to the public
is not affected; and,

WHEREAS, employees of the Housing and Community Development Agency
have requested a flexible working schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the
County of Mariposa that, notwithstanding any other County Policy, the
Housing and Community Development Agency Director may allow an
alternative work schedule to be assigned to certain employees with the
Housing and Community Development Agency. The following alternative
work schedule may be noticed through and with payroll:

(A) Alternative Work Week #1: Work week begins at 12:00 Noon
each Monday and ends at 11:59 AM the following Monday. The first
Monday of each two week period is a flex day off.

(B) Alternative Work Week #2: Work week begins at 12:00 Noon
each Monday and ends at 11:59 AM the following Monday. The
second Monday of each two week period is a flex day off.

(C) Alternative Work Week #3: Work week begins at 12:00 Noon
each Friday and ends at 11:59 AM the following Friday. The first
Friday of each two week period is a flex day off.

(D) Alternative Work Week #4: Work week begins at 12:00 Noon
each Friday and ends at 11:59 AM the following Friday. The
second Friday of each two week period is a flex day off.

PASSED AND ADOPTED THIS 6TH DAY OF SEPTEMBER, 1994 BY THE FOLLOWING
VOTE:

AYES: BAGGETT, BALMAIN, ERICKSON, PARKER, TABER
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

[Signatures]

ARTHUR G. BAGGETT, JR., CHAIRMAN

ATTEST: MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

[Signature]

JEFFREY G. GREEN, County Counsel
RECOMMENDED ACTION AND JUSTIFICATION: (POLICY ITEM: YES  NO  X)

Resolution Approving a Flex Schedule for the Main Office of the Housing and Community Development Agency. (At the request of the Director and staff).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has approved Flex schedules in the past provided public service is not adversely affected.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION.

Deny request for Flex schedule.

COSTS: (X) Not Applicable
A. Budgeted CURRENT FY $________
B. Total anticipated costs $________
C. Required Add’l funding $________
D. Internal Transfers $________

SOURCE: ( ) 4/5ths vote required
A. Unanticipated revenues $________
B. Reserve for contingencies $________
C. Source description:
Balance in Reserve for Contingencies, if approved: $________

SPECIAL INSTRUCTIONS:
List the attachments and number pages consecutively:

_1 page Memo
_3 page Resolution
___ & Attachments
_1 page letter from SEIU

CLERK’S USE ONLY: 94-378
Resolution No.: Ordinance No.: Vote - Ayes: Noes: _____
Absent: ____________ Abstain: ________
Approved ( ) Denied ( ) Minute Order Attached
( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________

ATTEST: MARGIE WILLIAMS
Clerk of the Board
County of Mariposa,
State of California

By: Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

✓ Recommended
☐ Not Recommended
☐ Policy Determination
☐ Submitted w/ Comment
☐ Returned for further action

Comment: ____________________________

A.O. Initials: ____________
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Hours will be 7:30 to 5:00 with a half hour lunch except on 8 hour days.
August 24, 1994

TO: Board of Supervisors

FROM: James F. Evans, Director

SUBJECT: HCD FLEX SCHEDULE

In the past, the Board has approved Flex schedules for County Departments provided that service to the public was not affected. I request your consideration of the attached Flex schedule for the main HCD office employees. For public service and program considerations, this request does not include the Head Start or Recreation divisions.

Public service will not be adversely affected if this request is approved. Housing Authority, Energy Assistance, and other HCD programs will be staffed five days per week.

All employees involved in the Flex schedule are excellent public servants. Three of the four employees are currently at Step 5.

If the Flex schedule is approved, it will begin on September 20, 1994 or other appropriate time as advised by County Counsel or the Auditor.

Thank you very much for your consideration of my request.
EXHIBIT "A"

Resolution No. 93- 506

The Fair Labor Standards Act (29 U.S.C. sections 201 and following) requires that a covered employee receive overtime compensation at a rate of one and one-half times the employee's regular rate of pay for each hour worked over forty (40) in the employee's designated work week. The Fair Labor Standards Act regulations require employers to keep a record of the particular work week designated for each employee. (29 C.F.R. section 516.2(a)(5).) The Fair Labor Standards Act work week designated for ___________________________ (Employee name) shall be the seven consecutive day period that begins on ___________________________ (day of week and time) and ends on ___________________________ (day of week and time).

Acknowledged:

______________________________  _______________________
(Employee signature)             (Date)