

4-7-92 3B  
*policy A*

DEPARTMENT: Public Works BY: Larry Pollard  
Director

PHONE: 966-5356

*Res 92-171*

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes (X) No ( ))

Recommend work hours be changed as shown below.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors adopted the Memorandum of Understanding for the S.E.I.U.. Section 8.2, Schedule Changes of the M.O.U. requires the department head and personnel officer to meet with the Union and the affected parties regarding proposed changes to the working schedule. This was completed on February 12, 1992 as a result of public complaints received by the Director concerning the availability of staff between the hours of 8 to 5, Monday through Friday.

Past practice has been to have variable work hours within the department of Public Works. Winter hours were scheduled from 7:00 A.M. to 3:30 P.M. with a skeleton staff on board from 3:30 to 5:00 P.M. Summer hours consisted of the Road Division and Vehicle Maintenance working 4 days/ 10 hours per day as shown in the M.O.U. on Appendix "B". However, Special Districts had historically worked the 4/10's, Parks & Recreation has worked 7 to 3:30 and Building & Grounds has worked both a 7 to 3:30 and an 8 to 5 schedule.

The winter and summer hours have proved to be cumbersome and confusing. The Director proposes the new hours schedule as shown below:

	<u>Winter Hours</u>	<u>Summer Hours</u>
Administration	8 - 5	8 - 5
Building & Grounds	7-3:30/8-5	7-3:30/8-5
Engineering	8 - 5	8 - 5
Parks & Rec Office	8 - 5	8 - 5
Parks & Rec Field	7 - 3:30	7 - 3:30
Road Maintenance	7 - 3:30	4 @ 10 Hrs
Special Districts	7 - 3:30	4 @ 10 Hrs
Traffic/Transportation	8 - 5	8 - 5
Vehicle Maintenance	8 - 4:30	4 @ 10 Hrs

For 8 to 5's, there is an option of a 30 minute or one hour lunch as approved by the Director. Flex hours for employees attending school in work-related class instruction may be approved on a case-by-case basis by the Director.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Continue working hours as per past practice.
2. Choose other alternative working hours.

**COSTS:** (X) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ \_\_\_\_\_  
C. Required Add'l funding \$ \_\_\_\_\_  
D. Source: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:  
1. Memo. of Understanding Appendix "B"  
2. Pollard Memo of 2-26-92  
3. Pollard Memo of 10-28-91  
4. Staff Responses of 10-29-91  
5. Pollard Notices of Meeting Schedules of 1-28-92 & 1-29-92  
6. Foster Memo & Schedule of 2-4-92  
7. Pollard Memo of 2-6-92

**SOURCE:** ( ) 4/5ths Vote Required  
A. Internal transfers \$ \_\_\_\_\_  
B. Unanticipated revenues \$ \_\_\_\_\_  
C. Reserve for contingency \$ \_\_\_\_\_  
D. Description: \_\_\_\_\_  
Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**CLERK'S USE ONLY:**  
Res. No.: 92-121  
Ord. No.: \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
( ) Approved ( ) Denied  
(X) Minute Order Attached

The foregoing instrument is a copy of the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA  
By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further correct Action

Comment: \_\_\_\_\_  
\_\_\_\_\_  
A.O. Initials: ew

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: LARRY POLLARD, PUBLIC WORKS DIRECTOR

FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW/100*

RE: PUBLIC WORKS DEPARTMENT WORK HOURS

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 7, 1992

ACTION AND VOTE:

Discussion and Recommendation to Change Some Public Works Department Employee Working Hours

BOARD ACTION: Input was provided by the following: Larry Pollard, Benny Zuboski/SEIU 752 President, Mona Wass/PWD-Sr. Account Clerk, Judy Mangan/Engineer Technician, Cheryl Paige/PWD-Account Clerk, Lisa Edelheit/SEIU 752 Field Representative, Lowell Young, and Tom Deal/PWD-Senior Maintenance Worker.

(M)Radanovich, (S)Taber, Res. 92-171 adopted approving the Public Works Director's recommended work hours for employees in the Department/Ayes: Unanimous.

(M)Radanovich, (S)Taber, said change in hours to be effective May 1, 1992/Ayes: Unanimous.

cc: Personnel  
Auditor  
County Counsel  
Policy File