DEPARTMENT: Public Works  BY: Larry Pollard
                                 Director

PHONE: 966-5356

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:

<table>
<thead>
<tr>
<th>Winter Hours</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>8 - 5</td>
</tr>
<tr>
<td>Building &amp; Grounds</td>
<td>7-3:30/8-5</td>
</tr>
<tr>
<td>Engineering</td>
<td>8 - 5</td>
</tr>
<tr>
<td>Parks &amp; Rec Office</td>
<td>8 - 5</td>
</tr>
<tr>
<td>Parks &amp; Rec Field</td>
<td>7 - 3:30</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>7 - 3:30</td>
</tr>
<tr>
<td>Special Districts</td>
<td>7 - 3:30</td>
</tr>
<tr>
<td>Traffic/Transportation</td>
<td>8 - 5</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>8 - 4:30</td>
</tr>
<tr>
<td></td>
<td>8 - 5</td>
</tr>
<tr>
<td></td>
<td>4 @ 10 Hrs</td>
</tr>
<tr>
<td></td>
<td>4 @ 10 Hrs</td>
</tr>
<tr>
<td></td>
<td>8 - 5</td>
</tr>
</tbody>
</table>

For 8 to 5’ers, 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  SPECIAL INSTRUCTIONS:
A. Budgeted current FY $______
B. Total anticipated costs $______
C. Required Add'l funding $______
D. Source:

SOURCE:  ( ) 4/5ths Vote Required  1. Memo. of Understanding Appendix "B"
A. Internal transfers $______
B. Unanticipated revenues $______
C. Reserve for contingency $______
D. Description:
Balance in Reserve for Contingencies, 2. Pollard Memo of 2-26-92
if approved: $______

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

CLERK'S USE ONLY:
Res. No.:  92-171
Ord. No.: ______________
Vote - Ayes: _____ Noes: ______
   Absent: _____ Abstained: _____
( ) Approved  ( ) Denied
( ) 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: ______________

Action Form Revised 12/89
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO:          LARRY POLLARD, PUBLIC WORKS DIRECTOR
FROM:        MARGIE WILLIAMS, CLERK OF THE BOARD
RE:          PUBLIC WORKS DEPARTMENT WORK HOURS

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