

DEPARTMENT: Public Works BY: Larry Pollard, Director PHONE:

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)
Approve an alternate work schedule for the Vehicle Maintenance Shop for four consecutive days. The crew will be off every Monday. All repairs needed will be covered by the Road Shop. This will create equivalent work schedules between the shop, improve supervision and work coordination. Vehicle Maintenance will be available 5 days per week, 10 hours per day during the summer schedule. There is no financial impact from this proposal.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Recently the Board determined that changes to employee work schedules are to be approved by the Board of Supervisors.

Public Works has received a letter requesting a change in summer work hours for the Vehicle Maintenance Shop personnel.

Currently the Public Works Vehicle Maintenance Shop is working a schedule of four ten hour days during the summer. The road shop is off work every Friday.

It is proposed that, if approved, the Vehicle Maintenance Shop will work similar four ten hour day shifts with every Monday off.

The proposed summer schedule will facilitate better coordination between the two shops. With the two maintenance shops working different schedules, four tens versus five eights, supervision and coordination of work have become more cumbersome. With both shops working the alternate schedule, the working crew will cover for the crew off. Both crews will be present on Tuesdays thru Thursdays. This, in essence, will create a 50 hour vehicle maintenance capability in a work week.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve and work schedule will remain the same.

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:
three memos attached _____

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

MARIPOSA COUNTY BOARD OF SUPERVISORS

MEMO

TO: LARRY POLLARD, PUBLIC WORKS DIRECTOR
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*
RE: ALTERNATE WORK SCHEDULE - VEHICLE MAINTENANCE

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on April 16, 1991

ACTION AND VOTE:

9:50 a.m. Larry Pollard, Public Works Director;
B) Resolution Approving Alternate Work Schedule for
the Vehicle Maintenance Shop
BOARD ACTION: Approved - Ayes: (M)Baggett, (S)Taber,
Punte, Erickson; Excused: Radanovich. Res. 91-159.
Administrative Officer advised that this will be discussed
with the Employees Association prior to implementation.

cc: Catherine Harmon, Personnel Officer
Tom Deal, Employees Association President
File

CLERK'S USE ONLY:

Res. No.: 91-159

Ord. No.: _____

Vote - Ayes: 4 Noes: _____

Absent: Madam Abstained: _____

knw Approved () Denied

(X) Minute Order Attached

The foregoing instrument is a correct 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

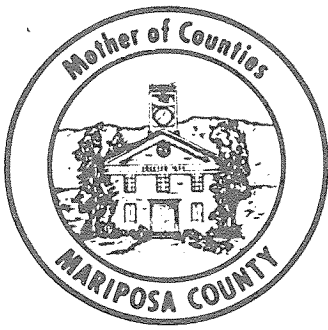
ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: Must be discussed with ASSN prior to implementation.

A.O. Initials: [Signature]



MARIPOSA COUNTY

4639 Ben Hur Rd.
Mariposa, CA 95338
(209) 966-5356

DEPARTMENT OF
PUBLIC WORKS


Divisions of:
Design & Construction
Administration
Operations

March 21, 1991

MARIPOSA COUNTY

MAR 21 1991

PUBLIC WORKS

To: John McCamman, Administrator
From: Larry Pollard, Director of Public Works 
Subject: Request for Alternate Work Hours for the
Vehicle Maintenance Shop


Attached you will find the request and the opinion by Bob Johnson concerning the four, ten hour day work schedule request.

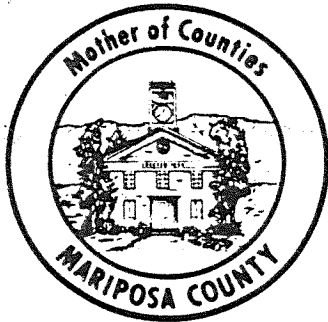
I am requesting that you process this through the process as approved by the Board of Supervisors.

It appears that we will be able to accommodate the request. The requested action would establish equity in regards to schedule benefits for two similar shops.

dp

cc: Bob Johnson
Tom Striplin

*Larry -
This needs to be
brought thru B/S
process.*




MARIPOSA COUNTY

4639 Ben Hur Rd.
Mariposa, CA 95338
(209) 966-5356

DEPARTMENT OF
PUBLIC WORKS

Divisions of:
Design & Construction
Administration
Operations

March 20, 1991

To: Larry Pollard, Director
From: Bob Johnson, Deputy Director - Roads
Subject: Vehicle Maintenance Hours

I have received a request from Vehicle Maintenance to change their hours to four (4) ten hour days. I believe we can accomplish this and still maintain full coverage Monday through Friday by utilizing the following schedule:

Monday - Vehicle Maintenance Shop crew - - OFF - -

Friday - Road Shop - - OFF - -

When the Vehicle Maintenance Shop crew is off on Monday, the crew from the Road Shop will handle the repairs and calls for all County Vehicles. This would give us 10 hour coverage, 5 days a week for all the County's fleet.

dp

MARCH 19

To Bob Johnson

From Tom Striplin

Subject Work Schedule Change

This is a request for Vehicle Maintenance Dept to be put on 10 hour days 4days per week schedule. The reason for the change is to coordinate work schedules with road shop, this would give more effective coverage.