

44-464

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

**AGENDA DATE: 10/25/94
AGENDA ITEM NO.: 8-B**

DEPARTMENT: Public Works

**By: Michael D. Edwards Phone: 966-5356
Director of Public Works**

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X)

Approve "9/80" flex schedule for Public Works' administrative and engineering staff, except some management personnel, at the Director's discretion.

The attached memo provides the justification for this recommendation.

This recommendation would not apply to the Public Works Director, who would continue to work a 5-day/week schedule. The Fleet/Fiscal Manager and the Facilities Maintenance Manager would work either the 9/80 schedule or the normal 5/40 schedule at the Director's discretion, depending on supervisory needs. The Deputy Director, Roads Division, would continue to work the same as the road maintenance crews, i.e., 5, 8-hour days in the winter and 4, 10-hour days in the summer.

Maintenance staff would continue to work the same schedules as before.

If approved, the effective date of the schedule change will be Monday, October 31, 1994.

If unforeseen circumstances arise such as staff layoffs, extended illness or other unanticipated events affecting the department staffing, the Director may revert to the standard 5-day/8-hour per week schedule.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved similar schedules recently for other departments' office staff.

In the past, the Public Works Department office and engineering staff have worked a 4, 10-hour day summer schedule. While it offered some efficiencies, public availability problems often occurred, and the schedule was ultimately abandoned in favor of the normal 5-day/8-hour schedule.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. No action. The benefits described in the attached memo would not be realized.

COSTS: (X) Not Applicable

A. Budgeted current FY	\$ _____
B. Total anticipated costs	\$ _____
C. Required additional funding	\$ _____
D. Internal transfers	\$ _____

SOURCE: () 4/5th Vote Required

A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____

Balance in Reserve Contingencies,
if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Edwards memo to Board dated 10/19/94 w/attached organization chart

CLERK'S USE ONLY

Res. No.: 94-164 d. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

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
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: _____

A.O. Initials: M



MARIPOSA COUNTY

DEPARTMENT OF
PUBLIC WORKS
Divisions of
Administration

MEMORANDUM

To: The Board of Supervisors
From: Michael D. Edwards, Director *MDE*
Date: October 19, 1994
Re: Proposal for a "9/80" Work Schedule for
Public Works' Administrative and Office Staff

I recommend the Board approve this proposal for the following reasons:

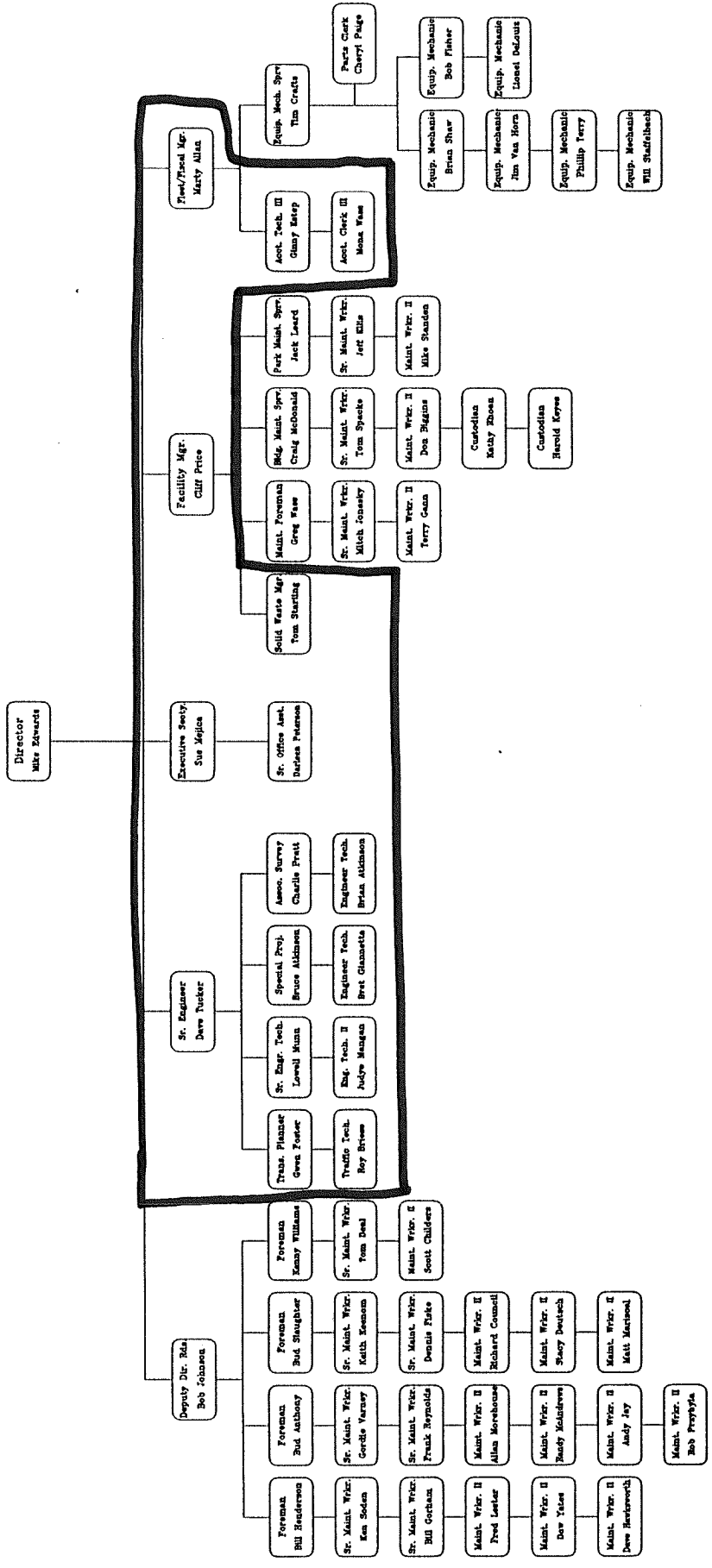
1. This schedule provides better public service by increasing the weekly hours that staff is available to the public. One additional hour per day (5 hours per week) of "open" office hours would be created.
2. There are an adequate number of staff available within the affected personnel (see attached organizational chart) to make this proposal effective. Significant additional cross-training within the clerical, fiscal, engineering and surveying functions has occurred over the past three years. This allows for full coverage of all of these duties. Vacation/sick time would not have any greater effect than it does now.
3. Field work for the engineering/surveying functions would be more efficient by an overall reclamation in travel time to accomplish those tasks.
4. It is my opinion that a perceived "extra" day off every other week increases morale and directly benefits the County.

I would appreciate the Board's consideration of this recommendation.

sm

Attachment

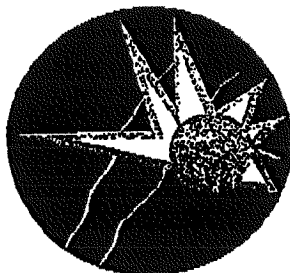
Mariposa County Public Works Department Organizational Chart



Road Area East Area North Area Construction/Sign Survey/Design Prof. Sur/Lead Sur/Des Administration Solid Waste Special Dist. Gravel/Wdg. Maint Park Maint. Fiscal Heavy Equip/Tire Light Vehicles
ROAD **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION** **DIVISION**

July 12, 1984

Local 752



Service Employees International Union

October 24, 1994

Michael D. Edwards
Director Public Works
4639 Ben Hur Road
Mariposa, CA 95338

RE: Changing Working Hours - Engineering/Administration

Dear Mike:

It has been brought to my attention that you are requesting to change the working hours of the engineering and administrative staffs to a 9/80 flex schedule. The Union fully endorses this change in working hours and hopes the Board of Supervisors approves this change.

As stated in the past, we welcome the opportunity to look at alternatives to the 8-5 work schedule. Thank you for taking the time to look into this matter.

Sincerely,

Lisa B. Edelheit
Field Representative

Local 752 • 1645 'E' Street Suite 102, Fresno, CA 93706
(209) 237-4791 • (800) 525-0752 • FAX (209) 237-2536

