

## **MODIFIED WORK SCHEDULES**

### **A. Introduction**

The Department offers the privilege of modified work schedules to eligible employees, under certain circumstances. The following information is provided to clarify when modified work schedules should be used and how they should be approved.

### **B. Expected Outcomes of Modified Work Schedules**

Each Division will evaluate the expected outcomes of Modified Work Schedules and grant modified work schedule requests based upon the business need of the Division. Expected outcomes of approved modified work schedules should minimally include:

1. Improved customer service through varied hours of operation. Customers or clients who work between 8:00 a.m. through 5:00 p.m. will have improved access to Department services.
2. Increased production goals within each Division by providing uninterrupted work time to employees.
3. Decreased employee absenteeism, as employee's will be able to schedule personal appointments on their day off.
4. Increased retention of quality employees due to work environment satisfaction.

### **C. Definitions**

1. Modified Work Schedule: establishes a new or modified work week, different from the standard work week of Monday through Friday, eight hours a day.
  - a) An approved Modified Work Schedule does not change the current policies and procedures of the standard work week for an employee.
  - b) The Department has a standard work week that covers the required office hours of the Department from 8:00 a.m. to 5:00 p.m. The standard work week is 40 hours and may have various start and end times, which equal 8 hours per day with a lunch (30 minutes – 1 hour). Adjusting start and end times or length of lunch breaks may be approved by Division management, to provide for flex. This adjustment in work schedule does not constitute a Modified Work Schedule and only requires Division approval.
2. 4-5-9 Work Schedule: consists of a two-week work period. The first week, an employee works four nine-hour days and one eight-hour day. The second week, the employee works four-nine-hour days with one day off.
  - a) The 4-5-9 Modified Work schedule form (Exhibit A) must be completed and submitted to the Director for approval.
  - b) The 4-5-9 Modified Work schedule can be implemented or changed throughout the year but must start at the beginning of a pay cycle.
  - c) The approved 4-5-9 Modified Work schedule form will be submitted at least one week prior to the effective date of the modified schedule to

Payroll, by the Employee Support and Resource (ESR) Unit, for implementation.

3. 4-10 Work Schedule: allows an employee to work four, ten-hour work days, per week.
  - a) The 4-10 Work Schedule form (Exhibit B) must be completed and submitted to the Division Head for approval. If the Division Head approves, then the form will be submitted to the Director for approval
  - b) The 4-10 Work Schedule can be implemented or changed throughout the year but must start at the beginning of a pay cycle.
  - c) The approved 4-10 Work Schedule form will be submitted at least one week prior to the effective date of the schedule to Payroll, by the ESR Unit, for implementation.  
The ESR Unit should be notified of the schedule change if the employee is assigned to a Random Moment Sample (RMS).

**D. Eligible Employee to Participate in a Modified Work Schedule**

1. Employees must meet the following requirements:
  - a) An employee who has been employed by the Department one year in his/her position; and
  - b) An employee who meets and maintains an overall rating, at a minimum, of meets job standards; and
  - c) An employee who does not participate in the Department's telework option.

**E. Division Responsibility Regarding a Modified Work Schedule**

1. Division Heads must ensure that:
  - a) An employee who participates in a modified work schedule meets and maintains the definition outlined above for an eligible employee; and
  - b) An employee's modified work schedule demonstrates a benefit to clients and to the Department; and
  - c) An employee's modified work schedule has been properly documented and approved by the employee's supervisor, the employee's Division Head and the Director, each calendar year ending December 31; and
  - d) An employee's time reporting is timely and accurate; and
  - e) Quarterly and annual reports are provided to the Director in a timely manner and according to the deadlines given.

**F. Implementation of a Modified Work Schedule**

1. An eligible employee will be given the opportunity to participate in a modified work schedule when he or she becomes eligible. An eligible employee's participation must be renewed annually. Approval year consists of December 16 through December 15.
2. An eligible employee may request to opt out of a modified work schedule and return to a standard work schedule. This request can only be once during a one-year period.
  - a) If the employee chooses to opt out, the request must be made within the first three months of the modified work schedule.

- b) If the employee wishes to opt out after the three-month period, the request must demonstrate significant reason to justify the request, and the Division Head will review and determine the situation.

**G. Conditions**

- 1. Holidays: Weld County Government pays 8 hours for a Holiday, which is defined as paid days off.

- a) 4-5-9 Option Modified Work Schedule
  - i. If a Holiday falls on the employee's 9 hour working day, the employee has the option of working 9 hours on their 8-hour Friday or using 1 hour of vacation or personal time.
  - ii. If the Holiday falls on the employee's non-working day, the employee will move their non-working day to one day prior to the Holiday, and either take 1 hour as vacation or personal time or make that hour up on your 8-hour day.
  - iii. There may be an occasion where the Department will have two paid Holidays such as: Independence Day, Thanksgiving, Christmas, and New Year's. In this instance, the employee could replace their 8-hour day with a 9-hour working day and use their time (vacation or personal time) to make up the difference.
  - iv. Reporting of Friday hours will be determined by the total amount and if it places the employee in an overtime situation or not. The employee will need to make sure all hours reported total to 40 hours for each week regardless of the holiday. There may be a situation where the employee's holiday hours are left at 8 hours in order to report the time correctly. This may occur if the hours are reported the following week.
- b) 4-10 Option Modified Work Schedule.
  - i. For weeks that contain a Holiday, the employee will work a standard work week.
- c) Other Options Modified Work Schedule.
  - i. The work week will be identified, and accounting of Holidays will be determined and approved by the Director.

- 2. Vacation:

- a) If an employee utilizes vacation time, it will need to be taken in the same increments as you would be normally working. Therefore, if a vacation day fall on an employee's 9 hour or 10 hour day, then 9 or 10 hours of vacation time needs to be used.

- 3. Sick:

- a) If an employee utilizes sick time, it will need to be taken in the same increments as the employee would be normally working. Therefore, if an employee is ill, the sick time used must align to the amount of scheduled hours not worked that day.

## Department of Human Services' Guidelines

### 4. Classes for Education:

- a) If an employee is scheduled to take a class, the employee must work with his/her supervisor to make sure that the employee's hours do not exceed 40 hours for the week. The reporting will vary depending on the number of days and hours for the class.

### 5. Conferences:

- a) If an employee is scheduled to attend a conference, the employee must work with his/her supervisor to make sure that the employee's hours do not exceed 40 hours for the week. The reporting will vary depending on the duration of the conference.

### 6. County Closure:

- a) If a county closure occurs for a day, it is equivalent to 8 hours. The employee on a modified work schedule will follow the same procedures as outlined above.

### 7. Other Leave:

- a) If an employee is on bereavement leave or jury duty/witness leave, the employee's work week may be changed to a standard work week depending on the employee's modified work schedule option.

### 8. Overtime/Compensatory Time:

- a) These categories must be pre-approved, in accordance with Section 7.007.

## **H. Approval of and Reporting Time for a Modified Work Schedule**

1. The employee's supervisor will validate employee's time in the PeopleSoft system.
2. The employee's supervisor will approve or disapprove an employee's requests for leave. If an employee's leave request is approved, the time will indicate the hours to be charged, either 8, 9 or 10 hours. Requests for leave will need to be requested by the employee to the employee's supervisor.
3. Leave without pay (LWOP) requests can only be approved by the Director. LWOP will not be approved in lieu of using vacation or personal time if needed to accommodate the holiday schedule. It is the employee's responsibility to insure they have the required hours in either vacation or personal time.
4. The employee's supervisor, through his/her Division Head, will immediately inform the ESR Unit when an employee is no longer participating in a Modified Work Schedule.

EXHIBIT A  
**4-5-9 Option Modified Work Schedule**  
**Change Request Agreement and Authorization**

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The Weld County Department of Human Services has a standard Work Week that covers the required office hours of the Department from 8:00 a.m. to 5:00 p.m. The standard work week is 40 hours and, with the approval of the Division Head and Director, may have various start and end times that equal 8 hours per day including a one hour or 30 minute lunch.

The Department may also offer eligible employees a modified work schedule in accordance with the criteria outlined in the *Modified Work Schedule Guideline* located in the DHS Policy and Guideline Manual.

The 4-5-9 Option Modified Work Schedule establishes a new **Work Week**, thereby allowing an employee the advantage of completing 40 worked hours outside the limits of the standard Work Week.

**Option 1:** Work Week begins Friday 12:01 p.m. and ends Friday 12:00 p.m. of the following week.

**Option 2:** Work Week begins Monday 12:01 p.m. and ends Monday 12:00 p.m. of the following week.

**Example:**

Friday 459 option: With a Friday 459 Work Week, employees will have every other Friday off. The first week an employee will work Monday thru Thursday with each of these days being a 9 hour work day. Friday of that same week will be an 8 hour day; 4 of those 8 hours will be input into PEOPLESOFT as actual hours worked (REG) and 4 hours will be input as "459 PM Shift Hours" (i.e. banked hours for work week cycle). The following week, the employee will work 9 hours Monday thru Thursday with Friday as their day off. In PEOPLESOFT, the employee will enter 4 hours for Friday as "459 Worked Prior Week" thus, giving the employee 40 hours as defined by the Work Week. Below is an example of a typical two week rotation of a Friday schedule and how to report the time in the electronic time sheet.

<b>1st Week</b>	Friday	Monday	Tuesday	Wednesday	Thursday	Paid Hours
Regular Hours	4	9	9	9	9	40
459 Hrs Earned (begins 12:01 pm)	4					-
<b>2nd Week</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Paid Hours
Regular Hours	9	9	9	9		36 Actual Hrs Wkd+
459 Worked Prior Week					4	4-459 hours =40 hours

**EXHIBIT A**  
**4-5-9 Option Modified Work Schedule**  
**Change Request Agreement and Authorization**

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**Employee Agreement**

Request by Employee Name:

\_\_\_\_\_

Effective Date: \_\_\_\_\_ Division: \_\_\_\_\_

The 459 Option Modified Work Schedule Change Start of Work Week Request is:  
(Select one):      Monday    or    Friday

The Modified Work Schedule request includes a lunch period of (circle one):  
One hour    or    30 mins.

Day of the Week	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

By signing this document, I understand and agree to the following conditions of the Modified Work Schedule:

1. The Department's modified work schedule is not a right. It is a privilege to an eligible employee under certain circumstances. It is subject to removal by the Director if necessary, to fit Department needs, to be more cost effective, or better serve the public.
2. The above requested Modified Work Schedule will remain my schedule unless I provide written request to return to a standard work week.
3. This agreement does not, in any way, constitute a contract with Weld County for continued employment. Rather, it is an agreement for time keeping and payment purposes only.
4. If overtime wages are mistakenly paid to me for time I did not work, such overtime wages will be repaid by me to Weld County from the proceeds of my next month's paycheck.

EXHIBIT A  
4-5-9 Option Modified Work Schedule  
Change Request Agreement and Authorization

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Approvals

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Direct Supervisor Authorization/Date

\_\_\_\_\_  
Division Head Authorization/Date

\_\_\_\_\_  
Director Authorization/Date

## EXHIBIT B

### 4-10 Option Modified Work Schedule Change Request and Authorization

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The Weld County Department of Human Services has a standard work week that covers the required office hours of the Department from 8:00 a.m. to 5:00 p.m. The standard work week is 40 hours and, with the approval of the Division Head and Director, may have various start and end times that equal 8 hours per day including a one hour or 30 minute lunch.

The Weld County Department of Human Services offers a modified work schedule to eligible employees who:

1. Have been with the Department for two consecutive years with, at least, one consecutive year in his/her position; and
2. Meet and maintain an overall rating, at a minimum, of meets job standards; and
3. Do not participate in the Department's telework option.

The 4-10 modified work schedule establishes a new work week.

The modified work schedule request includes a lunch period of: one hour or 30 minutes.  
(Circle one)

The modified work schedule request is as follows:

4-10 Schedule Request	Start Time	End Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

To obtain approval for the 4-10 Option Modified Work Schedule, the Employee and Supervisor are to complete the Request and Work Authorization Form and submit it to the Director. The form will then be returned to the supervisor with approval/denial noted.



**EXHIBIT B**  
**4-10 Option Modified Work Schedule Change Request and  
Authorization**

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Request by Employee Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Division: \_\_\_\_\_

**Employee Signature**

I understand and agree to the following conditions that:

1. The above requested modified work schedule request does not constitute overtime or a request for compensatory time.
2. My participation in the 4-10 Option to modify my work schedule is in accordance with Section 7.016, **Modified Work Schedules**.
3. The Department's modified work schedule is not a right. It is a privilege to an eligible employee under certain circumstances.
4. The above requested modified work schedule request will remain my schedule for one year unless I provide a written request to return to a standard work week within three months of the effective date of this request or unless my Division Head approves the change.
5. The above requested modified work schedule must be renewed yearly ending each calendar year or December 31.

\_\_\_\_\_  
Employee Signature/Date

**Supervisor Authorization**

I attest that the request for the employee meets the following conditions:

1. The employee's modified work schedule demonstrates a benefit to clients and to the Department; and
2. The employee's modified work schedule has been approved by the employee's supervisor and the employee's Division Head.

\_\_\_\_\_  
Supervisor Signature/Date

Approved: \_\_\_\_\_  
Division Head/Date

**Director Authorization**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Comments: \_\_\_\_\_ Department Head