

## GLENN COUNTY FLEXIBLE WORK SCHEDULE AGREEMENT

In accordance with Section 10.10.10 of Title 10 of the Book of Administrative Policies and Procedures, Department Heads shall have the authority to establish an alternate work week for employees who work a flexible schedule, provided that Section 12.01.04 "Hours of Operation" is complied with.

This Agreement specifies the conditions applicable to an arrangement for:

**Employee:** \_\_\_\_\_ **Department:** \_\_\_\_\_

This agreement begins on \_\_\_\_\_ and continues until \_\_\_\_\_

1. Employee is expected to work the following:

**4-10 Schedule:** *Time must be for 10 hrs, 10 hrs, 10 hrs, 10 hrs, and 0 hours (day off)*

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	End:	End:	End:	End:	End:	End:	End:
2	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	End:	End:	End:	End:	End:	End:	End:

**Minutes of Lunch:**

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

Week							
1	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	End:	End:	End:	End:	End:	End:	End:
2	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	End:	End:	End:	End:	End:	End:	End:

**9-80 Schedule:** *Time must be for 8 days at 9 hrs, one day 8 hours, and 0 hrs (day off)*

**Minutes of Lunch:**

Week 1: Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

Week 2: Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

2. The following plan and timetable for monitoring the appropriateness and effectiveness of this arrangement are agreed upon:

*EXAMPLE: Work will be monitored through one on one meetings, client feedback and review of work to insure deadlines and client services are not adversely affected. It is further agreed that 'employee-name' may be required to work on alternative days off due to operation and/or client need.*

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3. The employee agrees that any additional hours which might result in overtime (for non-exempt employees only) must be approved in advance by the Department Head or designee.
4. Holidays: All holidays are paid for eight (8) hours. Employees must use additional hours to be fully paid for the holiday. (Example 4-10 employee would use 8 hours holiday and 2 hours vacation and/or comp-time.)
5. This Flexible Work Schedule Agreement may be terminated at any time by the Department Head/designee.

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Employee Signature

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Department Head/designee Signature

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Personnel Director/designee Signature

## 9/80 Schedule Examples

### Off Monday

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off
	Start: 7:30 am End: 11:30 am	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 8:00 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off
2	Start: 12:00 pm End: 5:00 pm						

### Minutes of Lunch:

Week 1: Monday: Off Tuesday: 30 Wednesday: 30 Thursday: 30 Friday: 30

Week 2: Monday: 30 Tuesday: 30 Wednesday: 30 Thursday: 30 Friday: 60

### Off Tuesday

Week	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm
	Start: 7:30 am End: 11:30 am	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 8:00 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm
2	Start: 12:00 pm End: 5:00 pm						

### Minutes of Lunch:

Week 1: Monday: 30 Tuesday: Off Wednesday: 30 Thursday: 30 Friday: 30

Week 2: Monday: 30 Tuesday: 30 Wednesday: 30 Thursday: 30 Friday: 60

**Off Wednesday**

Week	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
1	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm
	Start: 7:30 am End: 11:30 am	Start: 7:30 am End: 5:00 pm	Start: 8:00 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm
2	Start: 12:00 pm End: 5:00 pm						

**Minutes of Lunch:**

Week 1: Monday: 30 Tuesday: 30 Wednesday: Off Thursday: 30 Friday: 30

Week 2: Monday: 30 Tuesday: 30 Wednesday: 30 Thursday: 30 Friday: 60

**Off Thursday**

Week	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
1	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm
	Start: 7:30 am End: 11:30 am	Start: 8:00 am End: 5:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm
2	Start: 12:00 pm End: 5:00 pm						

**Minutes of Lunch:**

Week 1: Monday: 30 Tuesday: 30 Wednesday: 30 Thursday: Off Friday: 30

Week 2: Monday: 30 Tuesday: 30 Wednesday: 30 Thursday: 30 Friday: 60

**Off Friday**

Week	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1	Start: Off End: Off	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm
	Start: 8:00 am End: 12:00 pm	Start: Off End: Off	Start: Off End: Off	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm	Start: 7:30 am End: 5:00 pm
2	Start: 1:00 pm End: 5:00 pm						

**Minutes of Lunch:**

Week 1: Monday:  30  Tuesday:  30  Wednesday:  30  Thursday:  30  Friday:  Off

Week 2: Monday:  30  Tuesday:  30  Wednesday:  30  Thursday:  30  Friday:  60