

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**Policy:**

It is the policy of the Board of Supervisors to assure that services of the County will be available to meet the needs of its citizens five days per week, Monday through Friday from 8:00 am to 5:00 pm. In accomplishing that goal, it is the intent of the Board to encourage the availability and use of alternate schedules where possible.

The 9/80 schedule is the standard alternative work schedule of the County, except for 24-hour operations, unless business needs dictate a different schedule arrangement. Any schedule proposed by departments that does not accommodate some form of alternative (to the Monday through Friday 8:00 a.m. to 5:00 p.m. work week) will require the approval of the County Executive Officer. The standard for such recommendation and approval will be service levels needed to meet the agency/department mission and the constituency served.

Other forms of schedules (including the traditional 8:00 to 5:00 M-F) are permissible provided the following conditions are met:

1. Use of the alternate schedule shall not result in overtime.
2. Use of the alternate schedule shall commence on the first day of a pay period and end with the last day of a pay period.
3. The alternate work period shall not require the County (or its departments) to make any changes to Time and Labor reporting methods and payroll processes.
4. The total normal full-time schedule shall regularly be 80 hours per pay period.

Departments may change an employee's schedule by giving the employee and the employee's Union (if applicable) two weeks (one pay period) notice.

This policy does not apply to the District Attorney's Office, the Law Office of the Public Defender, Probation Department, Riverside County Regional Medical Center, the Sheriff's Department, and the Department of Public Social Services.

**Reference:**

- Minute Order dated 11/16/71
- Minute Order 3.20 of 05/26/98
- Minute Order 3.36 of 06/10/08
- Minute Order 3.18 of 06/15/10
- Minute Order 3-39 of 06/18/13