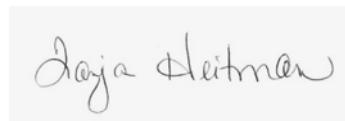


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Policy Statement on 9/80 Work Schedule



Tanja Heitman
Chief Probation Officer

I. Work Schedules--General Policy

- A. Work schedules are made to meet the needs of the department and are subject to the final approval of the Chief/Deputy Chief Probation Officer, who may delegate to the respective Probation Manager. The department will consider a schedule which includes a maximum of 8 hours of flexibly staffed time in a pay period, generally referred to as a *9/80 schedule*. Requests for more than 8 hours to be flexibly staffed on a regular basis will not be considered. Use of vacation time will be considered in these cases. Work schedules, including requests to work a 9/80 plan, will be approved by immediate supervisors after they have considered Department needs, unit coverage, the employee's development and level of performance. The request will then be forwarded to the Deputy Chief for consideration.
1. This policy is intended to provide the probationary employee and the supervisor the maximum amount of exposure during the probationary period.
 2. The 9/80 work schedule is not an employee entitlement or right, but an option to be considered on a case by case basis.
 3. The 9/80 work schedule once granted may be rescinded based on the needs of the department or employee performance problems.

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**Notes and
References**

- II. The 9/80 schedule will be considered only after an employee has passed the probationary period in the respective classification.
 - A. Exceptions to the General Policy (in which a 9/80 schedule may be granted prior to the one year probationary period):
 - 1. A current department employee who is either promoted or voluntarily demotes into a different classification series, the 9/80 schedule may be considered after a period of six months.
 - 2. Situations in which a 9/80 **may** not require a waiting period include:
 - a. Lateral transfers from other county agencies who have already completed a probationary period; i.e., Administrative Office Professional lateral from Social Services to Probation.
 - b. Promotions within a classification series; i.e., employee promotes to Deputy Probation Officer Senior or Administrative Office Professional Senior.
- III. Situations in which a 9/80 work schedule is not an option:
 - A. Staff who have been placed on disciplinary probation for performance issues.
 - B. If the required duties or the unit operation would be effected negatively by a 9/80.
- IV. If a 9/80 is approved, the employee must submit the modified work schedule in writing to payroll. This is necessary to comply with Fair Labor Standards Act (FLSA) standards.