



---

# MEMORANDUM

---

Date: January 25, 2018

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator 

Re: **Clarification of Personnel Policy 8-104 and Flexible Work Schedules**

Recently, there have been some questions about flexible work schedules. Personnel Policy 8-104 authorizes Appointing Authorities discretion to establish work shift start and end times for employees within their departments. Basically, an Appointing Authority may schedule employees to start and end their eight-hour work days at times work best for the department, provided there is adequate coverage from 8:00 am to 5:00 pm Monday through Friday. I would expect the flexible start times for office staff to be no earlier than 7:00 am nor later than 9:00 am. Flexible start times for field staff may need to vary from this for summer and winter starts as early as 6:30 am.

Each non-elected Appointing Authority wishing to schedule employees for other than a standard work week (of five eight-hour work days) is required to submit a written request to me. The request must include a legitimate business reason for deviations to the standard full-time work schedule for my approval prior to implementation. Previously approved exceptions should be resubmitted for review and re-approval at least annually. The most common such deviations would be for departments with normal operations that continue all day, such as operation of our Wastewater facilities, and work crews for other Public Works departments. If an employee is scheduled to work eight hours Monday through Friday of each week, however, the Appointing Authority can set the schedule without my approval.

Personnel Policy 8-104 A. reads:

Work schedules are established at the discretion of the Appointing Authority.

Except for Elected Officials, Appointing Authorities must submit deviations from the stated work schedule to the County Administrator for approval and must emphasize how an alternative work schedule will improve or positively impact County operations.

The Honorable Chairman and Members, Pima County Board of Supervisors  
Re: Clarification of Personnel Policy 8-104 and Flexible Work Schedules  
January 25, 2018  
Page 2

Merit System Rule 1.75 reads:

WORK SCHEDULE: Time(s) an employee is scheduled to work within the work week and pay period consisting of five (5) eight (8) hour shifts, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays, as provided by law.

Flexible work schedules can benefit the community, the workplace and employees. Flex schedules supports Pima County's Climate Protection Resolution 2017-51 and SAPCO programs to reduce greenhouse gases, vehicle idling and the use of single-occupancy vehicles, by staggering start times to avoid traffic congestion. Because the primary contributor to air pollution in our area is vehicles on our roads, it also helps Pima County maintain attainment status for ozone.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator for Community and Health Services  
Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Tom Burke, Deputy County Administrator for Administration