



Bargaining Team

## CBA Articles Change Digital Form

Team # 2

Members:

Brice B. & Tony C

Date: 5/26/16

Article Number to Be Changed: 7

Affects other Articles#/Sect. #

Section Number to Be Changed: 2

Change to the Following Verbiage:

### ARTICLE 7 - WORK SCHEDULES

Section 1. The regular workweek shall consist of seven (7) consecutive days. The workweek shall start at midnight on Sunday and end at 11:59 PM on Saturday. The workweek shall include a minimum of two consecutive days off. Alternate workweeks may be established with mutual agreement between the parties.

Section 2. Established regular work schedules will not be changed with **less than two weeks** or **five (5) 14 working** days advance notice, unless **otherwise** mutually agreed upon by both the employer and employee ~~employee and employer~~, **except where an emergency exists. Emergency is as defined by State Law.**

Section 3. The workday is defined as a twenty-four (24) hour period, commencing at 12:00 midnight on the employee's scheduled shift day. Each shift shall have regular starting and quitting times. Within the workday, clean-up time for City equipment and tools is at the discretion of the employee's supervisor. Personal clean-up time shall be provided up to a maximum of fifteen (15) minutes at the end of the scheduled shift. Personal clean-up time shall be afforded only when necessitated by the nature of the work assignment and shall not be provided for any purpose other than to clean personal property required for on-the-job performance or City property assigned for personal use. An employee is expected to be properly dressed and ready for work at the beginning of the work shift, and to work until the end of the assigned shift unless otherwise directed.

Section 4. The work shift for full-time employees shall consist of one of the following:

- (a) **A**n eight (8) -hour work period exclusive of authorized meal periods.
- (b) **A** ten (10) -hour work period exclusive of authorized meal periods.
- (c) **A** bi-weekly work schedule consisting of four (4) consecutive ten (10)-hour days on with three consecutive days off, followed by five consecutive eight (8)-hour workdays with two (2) consecutive days off.
- (d) **A**n eight (8)-hour work period inclusive of a paid thirty (30)-minute meal period, any portion of which falls between 6:00 pm and 6:00 am, and the entire period from 6:00 pm Friday until 6:00 am on Monday.

(e) A ten (10)-hour work period inclusive of a paid thirty (30)-minute meal period, any portion of which falls between 6:00 pm and 6:00 am, and the entire period from 6:00 pm Friday until 6:00 am on Monday.

(f) A 9/80 schedule which consists of working eight days of nine hours, one day of eight hours, with the tenth day off (flex day) in a two week period. The workweek for employees on a 9/80 schedule runs for seven days. The beginning of the work week is the midpoint of the first eight hour day and runs for seven consecutive days ending at the midpoint of the seventh day.

The employee's schedule maintains regularly scheduled work hours of no more than 40 per workweek.

There are four variants of this schedule as shown below:

9/80 – First Friday Off

Mon Tue Wed Thur Fri Sat Sun 9 9 9 9 0 / 0 0 0 9 9 9 9 4 / 4 0 0

9/80 – Second Friday Off

Mon Tue Wed Thur Fri Sat Sun 9 9 9 9 4 / 4 0 0 9 9 9 9 0 / 0 0 0

9/80 – First Monday Off

Mon Tue Wed Thur Fri Sat Sun 0 / 0 9 9 9 9 0 0 4 / 4 9 9 9 9 0 0

9/80 - Second Monday Off

Mon Tue Wed Thur Fri Sat Sun 4 / 4 9 9 9 9 0 0 0 / 0 9 9 9 9 0 0

\* The workweek begins at the midpoint of the eight-hour day [noted as / in the above examples]. Each workweek is scheduled for 40 regular hours.

Assignment of the 9/80 schedule is at the sole discretion of the City and must be voluntarily agreed to by the employee.

Employees authorized to work a 9/80 schedule must receive prior written approval to modify any part of their regular work schedule from the supervisor prior to working any modified hours.

Transition to and from a 9/80 schedule requires management consultation with Payroll in order to ensure accurate payment of wages.

All employees on 9/80 schedules will receive a memorandum containing the terms of the schedule and will sign it indicating understanding of the terms.

When a City Holiday falls on an employee's regularly scheduled nine hour day, the employee must account for the additional hour of scheduled work in one of the following options:

(a) Use accrued vacation, holiday, or compensatory time.

(b) Receive approval from their supervisor to add the hour of work onto another day within the same workweek.

Reasoning:

Sec. 2 - Change 5 working days to 14.

*Reason; Shift work has many inherent risks. The most serious and persistent problems are frequent sleep disturbance and associated excessive sleepiness. Fatigue in the work place can lead to poor concentration, absenteeism, accidents, errors, injuries, and fatalities. Some of the most notorious of modern catastrophes such as the failure of the space shuttle Columbia and the crash of the Exxon Valdez. According to the International Classifications of Sleep Disorders, shift workers are at increased risk for a variety of chronic illnesses such as heart disease and gastrointestinal diseases. Understanding and addressing these issues improves employee morale, performance, safety and health.*

Notes:

4/28/16 – City/COBEA Bargaining Meeting

- Bolded additions in Section two
- City will have added proposals for
  - Wellness
  - FlexTime
  - Headlines of paragraphs
  - Telecommuting
    - Sec. 7 – 3<sup>rd</sup> par. Add “and must be within City policy” ? (need clarification)
- COBEA deleted reasoning info for Sec. 2.