

Subject: REDUCED WORK SCHEDULE (CROSS REFERENCE - TIME BASE CHANGE)

REFERENCES	SECTIONS
Law & Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258ccc38ebd5c0c9	GC 19999.20-.29
Memo of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Refer to applicable MOU
Responsible Control Agency and Program http://www.calhr.ca.gov/Pages/home.aspx	CalHR
Other:	
POM - Time Base Change http://www.documents.dgs.ca.gov/ohr/pom/TIME%20BASE%20CHANGE.doc	

Subject: Reduced Work Schedule (Cross Reference - Time Base Change)

Policy:

To the extent feasible, the DGS will make reduced work schedule available to employees who are unable, or who do not desire, to work full-time.

DGS management supports the reduced work schedule concept where it is practical. An employee who wants to participate shall discuss the matter with his/her supervisor.

Definition/Explanation:

Reduced work schedule means employment of less than 40 hours per week and is at the request of the employee, which includes arrangements involving:

- Job-sharing,
- Four-, five-, or six-hour workdays,
- Jobs that provide eight hours of employment or less for one, two, three, four or five days per week, and
- Such other arrangements that a department finds consistent with maximum employment opportunity to employees desiring other than a standard work schedule.

This voluntary request is a time base change. Refer to the Time Base Change section in this manual for procedures.

The objectives of Government Code Section 19996.19 are:

- To provide for maximum employment opportunities,
- To encourage the realization of individual potential,
- To increase the numbers and kinds of public and private sector voluntary reduced work schedule options,
- To support the creation of a healthy balance between work and family needs, including the need for additional income,
- To encourage voluntary reduced work schedule opportunities within the private as well as public sector,
- To develop policies and procedures that support the growth of voluntary reduced work schedule positions,
- To promote job stability,
- To strengthen the family and promote domestic tranquility and to benefit the family and society by promoting a balance between work and home, and
- To provide for alternative solutions to the growing need for adequate child care, care for dependent adults, and care for the disabled.

Advantages

- Alternative work schedules improve morale and reduce stress.
- Contribute to lower absenteeism and higher productivity.
- Overtime costs are reduced.
- Recruitment is enhanced, particularly for those employees who might not be available for a traditional work schedule.
- Business hours can be extended through the flex-time and compressed workweek options.
- Flexible schedules allow for more economical use of office space and equipment.

Disadvantages

- Supervisors and employees may not work the same hours, requiring greater planning and control over workflow.
- Administrative problems may arise with timekeeping or with the way benefits are assigned, prorated, or split.
- Administrative costs may be high when an option is first implemented, depending on existing systems and how quickly they can be adjusted.
- Workplace coverage may be a problem with some options.

Employees considering reduced work schedule should be aware that:

- Approval of a request depends on the responsibilities and required level of service for an employee's position
- Management cannot involuntarily place an employee on reduced work schedule
- Reduced work schedule may affect the employee's benefits and seniority, and
- The employee can normally return to full-time work upon request, except during a hiring freeze. If the reduced work schedule was granted for other than medical reasons, a hiring exemption must be obtained prior to returning to a full-time work schedule.

Procedure:

Refer to the Time Base Change section of this manual at

<http://www.documents.dgs.ca.gov/ohr/pom/TIME%20BASE%20CHANGE.doc>

Attachments: [Reduced Work Schedule Arrangement Agreement Scope and Duration of Agreement](#), [Reduced Work Schedule Arrangement Screening Tool and Request](#)