



Frequently Asked Questions

FOUR-DAY BUILDING OPERATIONS SCHEDULE

What is our new four-day per week schedule? Does this apply to all Adams County buildings?

The new schedule is Tuesday through Friday, 7 a.m. to 5:30 p.m. The new schedule applies to operating hours for the public. Some exceptions include the Justice Center, Sheriff Offices, Animal Shelter, Colorado Air and Space Port, and Parks, Open Space & Cultural Arts Offices.

When are we starting this new schedule?

We will open in a limited capacity to the public, Tuesday through Friday, beginning June 2, 2020. We will add extended hours as soon as teams are able to staff them. You should check with your department or elected official for details.

Why are we doing this?

Like other counties, cities, and school districts across the state, we are moving to a four-day schedule for many reasons. We are forced to find budget savings where we can and closing one day per week provides significant savings. Additionally, by adding earlier and later hours, we can better serve our community with more flexible hours. In the fall, school districts will likely provide multiple solutions for students returning to schools, and we want to remain as flexible as possible to accommodate families' schedules. Finally, we see this change as adding another layer of flexibility for our employees and therefore supporting our vision of being an employer of choice.

Is this a permanent change?

We are piloting this new schedule through December 2020. At that point, we will review data and input to determine if we will continue this schedule.

If I can complete my job remotely, and I have work that can be done when our offices are closed, can I work Monday through Friday, eight hours per day with one day per week remote?

Yes, five eight-hour days is an option for employees. All schedules should be approved by the director, elected official, or designee to ensure that it is feasible for that department/division.

What work schedule options exist for me?

All schedules must be approved by the director or elected official or their designees. Employees can propose schedules to their supervisors where they can **(1)** honor core service expectations; **(2)** balance service requirements across the team; **(3)** meet their job function expectations; and **(4)** meet their personal schedule preferences.

Schedule options are listed in the table on page 2.



Schedule Options

A	B	C*	D	E
Four, 10-hour shifts (“4-10s”)	Five, 8-hour shifts (“5-8s”)	Nine shifts over two weeks (“9-80s”)	Four, 9-hour shifts with one, 4-hour remote shift	Other
Tuesday – Friday 7 a.m. to 5:30 p.m. (or a 10-hour workday that overlaps with the 7 a.m. to 5:30 p.m. business hours).	Monday – Friday with Mondays working remotely. Typically, an 8 a.m. to 4:30 p.m. schedule (or a specified 8-hour workday that is within the 7 a.m. to 5:30 p.m. business hours).	WEEK A: Monday – Friday, four, 9-hour days and one, 8-hour day with Mondays working remotely. WEEK B: Working four 9-hour days, selected day off and Monday remotely. <i>*This schedule requires designation of an alternate workweek with Payroll.</i>	Monday, 4 hours remote; Tuesday – Friday, 9 hours.	Specific departments will have other schedules based on the unique requirements of those roles. Employee may propose alternative schedules that meet working hour requirements to their director or elected official. Guidance below.

An employee can also propose to reduce hours to four eight-hour shifts with a proportional reduction in compensation and benefits. This may not be an option if the department has a need to keep the position full-time.

How will my supervisor review and on what grounds will they approve my work schedule choice?

Supervisors should set employee schedules based on the following hierarchy of needs:

1. Department and team service requirements
2. Job-specific requirements
3. Employee interest

Employees should work with their supervisors to determine what schedule they prefer and what works for the department/office. Supervisors will receive proposals and have the option to approve, approve with considerations, or deny based on department service expectations or job function requirements.



If I want to propose working a “9-80” schedule, do Mondays have to be my flex day or can I pick another day?

Yes, you can pick another day. Please remember your supervisor might not be able to approve your alternative flex day choice based on service requirements for the department.

If I am working a “9-80” schedule, can I occasionally change my flex day to accommodate my specifics needs?

No. Flex days with the “9-80” schedule cannot be switched to accommodate one-time requests. Employees can continue to use their leave time in those situations.

How frequently can I adjust my schedule?

We recognize your life changes and may drive interest in modifying your schedule. Yet we also know constantly changing schedules makes it challenging to provide continued and predictable service. Schedules should generally only be adjusted quarterly.

How will leave work? Is a sick day worth eight, nine, or ten hours?

When an employee takes leave (sick, annual, admin), the employee needs to use the number of hours for the scheduled shift for that day. For example, if an employee is scheduled to work four 10-hour days and they take a day as annual leave, they would request ten hours of annual leave for that day.

Jury Duty and Bereavement Leave (up to 40 hours) should be applied to match your normal daily schedule.

What happens to Monday holidays, like Memorial Day?

When Adams County recognized holidays land on Mondays, the buildings will remain closed as usual. Additionally, the building will be closed on the following Tuesday, to recognize the holiday.

If I work “5-8s,” what happens to my schedule during Monday holiday weeks?

If you work 5-8s, your holiday will be on Monday. On that Tuesday you will need to work your normal eight-hour shift, but you will not be able to work in county buildings (e.g. remote work or work in the field instead). In other words, you will still have access to an eight-hour holiday in your work week.

What will be the impact to Exempt Administrative Leave Days?

All exempt employees will continue to have Exempt Administrative Leave regardless of what schedule they work. An Exempt Administrative Leave Day allows for eight hours of leave. If you use an Exempt Administrative Leave Day during a nine-hour or ten-hour shift, you will need to take one or two additional hours of annual leave.

I am interested in working “5-8s” and therefore working on Mondays. Can I come into the building?

Generally, you will not be allowed to work in county buildings on Mondays unless you work for one of the offices or departments that is exempted from the new schedule. To reduce facility expenses, most offices will not be open to employees on Monday.



Can my supervisor change my schedule?

Supervisors may temporarily modify an employee's regular schedule as county business requires (e.g. to cover a co-worker's absence) with at least one week's notice to the employee. Long-term or permanent modification to the employee's schedule requires approval of the director or elected official.

Are we re-considering our approach to remote working? I have been working from home and I would like to continue doing so.

We are approaching our remote working guidance (formerly referred to as tele-work) in two phases. Given our commitment to safety, we are limiting the number of employees working at our facilities through the fall. For many employees, this means they will be required to continue working from home.

Once we are through the pandemic and return to more usual operations, a new remote work policy will take effect where employees can request a remote work schedule. Until that time, please follow your director or elected official's guidance on remote work so we can focus first on safety.

If I work remotely on Mondays, will I be able to access internal services (like ITi, People & Culture, Budget, etc.)?

Not necessarily. Staffing for internal services will likely be very limited on Mondays as well. Each department will communicate its internal service options for Mondays.

If I have an ADA accommodation that impacts my work schedule, what happens?

If you need or prefer to work an alternative work schedule due to a disability or medical issue, you need to make this request through the ADA accommodation process with People & Culture (P&C) Services. This allows P&C to ensure they have documented the reason for the request.

If I am non-exempt and work a "9-80" do I earn overtime the calendar week I work more than 40 hours?

No, because the designated workweek for a 9-80 employee will not correspond to a calendar week. If the employee has every other Friday off, the work week must be designated to start and stop four hours into the employee's Friday work shift. This means that if the employee's work shift normally starts at 8 am, overtime is calculated from noon on Friday until noon on the following Friday for FLSA purposes. As usual, any overtime will need to be approved in advance.

Will the CareHere clinics be open on Mondays?

Yes, the clinics will remain open on Mondays during normally scheduled hours. Any future modifications to the clinics' hours will be posted to myAdams.