

## RESOLUTION NO. 781

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT PROPOSING TO CHANGE THE DISTRICT STAFF WORK SCHEDULE TO A 4-10 WORK WEEK TO COINCIDE WITH DAYLIGHT SAVINGS TIME

**WHEREAS** The Idyllwild Water District to implement a 4-10 work schedule for the Idyllwild Water District staff to coincide with Daylight Savings Time; and

**WHEREAS** All the staff would work a 10-hour day (7:00 a.m. to 5:30 p.m.) with a 30-minute lunch, Monday through Thursday with Friday off or Tuesday through Friday with Monday off; corresponding with the rotating on-call personnel schedule; and

**NOW, THEREFORE**, the Board of Directors of the Idyllwild Water District hereby resolves to approve a permanent work schedule, for field staff and office staff when applicable, of a 4-10 work week to coincide with Daylight Savings Time according to Policy and Procedure Policy No. 2021.001.

1. Alternative work week scheduling does not change the basic terms and conditions of employment. Although this change is intended to be permanent, the Board reserves the right to repeal or modify this policy. Further, alternative work week participants' salaries, benefits and job responsibilities, do not change as a result of alternative work scheduling.
2. Fair Labor Standards Act (FLSA) non-exempt employees will continue to only be eligible for one and one-half times the regular rate of pay for hours worked in excess of forty (40) hours in a workweek.
3. Holidays: Employees shall be paid for eight (8) hours when a holiday falls on a scheduled work day and the employee is not required to work. The employee may make up the difference in the workweek by using two (2) hours vacation/paid time off or, if the District offers compensatory time (pursuant to agreement) or if District offers floating holidays as a benefit to employees, then floating holidays or compensatory time. Otherwise, the gap will be coded as leave without pay.
  - a. When a holiday falls on the employee's day off, the employee will earn eight (8) hours in-lieu holiday time off, which must be used annually in order for more such in-lieu holiday time to accrue the following year.
  - b. Temporary and Part-Time Regular Employees, working less than 20 hours per week, shall not receive pay for Holidays.

- c. Holiday pay for Part-Time Regular Employees working 20 hours or more per week shall be prorated on the basis of such Part-Time Regular Employee's hours.
  - d. Employees otherwise entitled to Holiday pay must also be on active payroll status on the last working day before and the first working day after a Holiday to be entitled to receive Holiday pay. An employee who is in a no-pay status during their regularly scheduled shift, or an unauthorized absence for any period of time (even a time period as small as half an hour) either the regularly scheduled working day before the Holiday or the regularly-scheduled working day after the Holiday shall not be paid for that Holiday.
4. Full day absences charged to accumulated paid time off shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule.
  5. Employees who require a reasonable accommodation to the 4-10 schedule due to a disability, pregnancy disability, or a need for a religious accommodation, shall notify the General Manager so that the District may hold a reasonable accommodation meeting for the purpose of determining a reasonable accommodation.

Dated: March 17, 2021

IDYLLWILD WATER DISTRICT

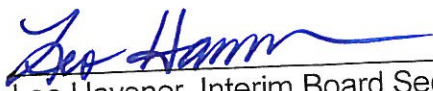


Dr. Charles Schelly, President

I, Leo Havener, Interim Board Secretary of the Idyllwild Water District, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of said Idyllwild Water District at its meeting held on the 17<sup>th</sup> day of March, 2021, by the following vote, to wit:

AYES	NAYS	ABSTAIN	ABSENT
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In witness thereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 17<sup>th</sup> day of March, 2021



Leo Havener, Interim Board Secretary  
Idyllwild Water District



# POLICY AND PROCEDURE IDYLLWILD WATER DISTRICT

APPROVAL DATE 3/17/2021	MANUAL	POLICY NO. 2021.001
APPROVED BY: Board of Directors	POLICY TITLE 4-10 Work Schedule	EFFECTIVE DATE 4/1/2021

## Purpose:

1. Longer days allow projects to be completed sooner.
2. The District would save money on energy costs.
3. Employees save money on commuting to and from work.
4. Studies show that many employees with a four-day workweek are more productive and happier overall.
5. People have more time to spend with their families.
6. Good recruitment benefit.

## Policy:

- The Idyllwild Water District to implement a 4-10 work week for all staff during Daylight Savings Time hours.
- All IWD Staff would work a 10 hour day (7:00 a.m. to 5:30 p.m.) with a 30 minute lunch, Monday through Thursday with Friday off or Tuesday through Friday with Monday off; corresponding with the rotating on-call personnel (STAND-BY) schedule.
- All Field Staff, including supervisors, must participate in District's stand-by duties.
- Pay periods will continue to be on the 15<sup>th</sup> and 30<sup>th</sup> of every month.
- The 4-10 work schedule would only be during Daylight Savings Time hours starting March 1 through October 31 to accommodate payroll requirements.
- Employees will be required to sign a 4-10 schedule agreement acknowledging they agree to the schedule and will abide by the 4-10 policy, which includes the following:



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