
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: February 10, 2003
Revised: July 27, 2026

Number: B-0206

Alternative Work Schedules

Purpose	The purpose of this procedure is to clarify the intent and expectation associated with alternative work schedules for employees assigned to Children and Family Services (CFS). This policy applies to the following classifications: Social Worker I (SW I), Social Worker II (SW II), Senior Social Worker (SSW), Social Services Supervisor I (SSS I), and Senior Social Services Supervisor (SSSS). Additionally, policy information for alternative work schedules for managers and managers' secretaries is provided.
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Approved	This policy was approved by Loan English, Director of CFS. <i>Signature on file.</i>
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Most Recent Revision	This revision of the Policy and Procedure (P&P): • Specifies that employees may voluntarily request a temporary schedule change provided that the change does not disrupt business needs or create Fair Labor Standards Act (FLSA) compliance concerns • Replaces the term 'Alternative Work Week' with 'Alternative Work Schedule' • Updates title to 'Alternative Work Schedules' (formerly 'Flex Schedules') • Eliminates the requirement for employees to provide home phone numbers to Orangewood Children and Family Center for emergency purposes.
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Background	The standard workweek for full-time employees in the Social Worker classification series is (40) forty hours and begins at 12:01 a.m. on each Friday and ends the following Thursday at 12:00 a.m. For
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employees on a 9/80 schedule that have the same day flex and short days, the beginning and end of the workweek is the mid-point of their (8) hour day. However, for employees on an alternative work schedule that does not meet the parameters described above, a different work week may be designated. Exceptions to the standard hours require supervisory/management approval.

Individual departments may provide options for alternative work schedules if such schedules facilitate meeting department business needs. Departments choosing this option must ensure there is sufficient coverage to meet community needs during county business hours.

CFS' purpose is to provide effective and efficient services to the children and families of Orange County. When a request for an alternative work schedule is considered, employees' ability to meet this purpose will be paramount in management's decision to approve or not approve the request.

Definitions

Alternative Work Schedule: Work hours generally more than eight hours per day with a flex day during the work week or pay period. For example:

- 9/80 – Working eight nine-hour days and one day of eight hours in a pay period (80 hours), with one flex day during the pay period
- 4/10 – Working four 10-hour days in a week, with one flex day each week

Flex Day: A regularly scheduled day off that results from working an alternative work schedule such as a 9/80 or 4/10 schedule.

Temporary Schedule Change: A voluntary request initiated by an employee to adjust their regularly scheduled work hours, (e.g., start and/or end times).

POLICY

Alternative Work Schedule Requests

In CFS, a standard work schedule is 8 a.m. to 5 p.m. equal to 8 hours each day Monday through Friday, with a one-hour lunch break. Employees may request an alternative work schedule consisting of extended daily hours (more than eight hours per day) with a flex day during the work week or pay period with management/supervisory

authorization. Eligibility is contingent upon the employee having met or exceeded performance expectations and consistently completed assigned duties during the first three months of their probationary period.

**Alternative
Work Schedule
Options**

Options for alternative work schedules may include shifting the work hours to a schedule other than 8 a.m. to 5:00 p.m. and opting for a 4/10 or 9/80 schedule. Employees may also request a one-half hour lunch instead of the standard hour normally provided.

For example, in CFS, an employee may request an alternative work schedule that involves working 10 hours per day for four days in the week. The employee may also request limiting the lunch period to one half hour. If the employee reports to work at 7 a.m., the employee would be scheduled to leave work at 5:30 p.m.

Alternative work schedules require supervisory/ management pre-approval. The lunch period may not be taken at the beginning or end of a scheduled workday.

Once an alternative work schedule has been approved, the start time, end time, and assigned lunch break will remain the same, regardless of whether the employee is telecommuting, working in the office, or field.

**Workload
Coverage**

It is the supervisor's responsibility to ensure adequate workload coverage at all times. Requests for an alternative work schedule will be considered and may be approved only when:

- A. Adequate coverage is provided during the time the employee is absent due to the alternative work schedule, and;
- B. The alternative work schedule will not result in increased costs due to generation of overtime or other premium pay.

If these conditions are not met, alternative work schedules will not be implemented, and the employee will be assigned work hours by management.

**Flex Day
Availability**

The option of an alternative work schedule is not to interfere with the day-to-day tasks and responsibilities assigned to CFS employees.

When an employee has been approved to work an alternative work schedule, the employee's flex day continues to be a workday for Social Services. Therefore, as a part of the alternative work schedule agreement, it is expected that:

- A. SSW and SSSS employees are to be available on flex days as required.
- B. When required to work outside of the regular work schedule:
 - Part-time employees will be reimbursed at their normal hourly rate.
 - Full-time and part-time employees will code Unscheduled Worked Time (OT/SOT) for hours worked in excess of their regularly scheduled workday/week. All overtime must be pre-approved by the manager or their designee.

Note: Time spent by employees in response to official County business outside of their regular work schedule shall be reviewed by management to determine appropriate compensation. Compensation will be based on whether the time exceeds the employee's regularly scheduled hours and whether it qualifies for overtime under the provisions of the Memorandum of Understanding (MOUs).

For further guidance on overtime pay, refer to Social Service Agency Administrative Policy and Procedure - Authorized Overtime (C 16).

**Court
Requirements**

Responsiveness to the juvenile court is an expectation and considered a priority for all employees, regardless of the implemented work schedule. Juvenile Court employees must have access to employees who can provide case information and make decisions regarding the case, regardless of employees' alternative work schedules. When a case is calendared on the assigned SSW's flex day, the assigned SSW is to ensure that an employee knowledgeable about the case is available to the Court as needed. In these circumstances, the SSW is to:

- A. Notify their Supervisor of the scheduled Court case and discuss case information to prepare the Supervisor to answer questions the Court may have.

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- B. If the Supervisor will not be available on the SSW's flex day, the SSW is to alert the Officer of the Day (O.D.) or another Supervisor in the same program to be available to answer questions regarding the case. This information is to be left on the SSW's voice mail. The SSW is to provide the O.D. or other

Supervisor with relevant case information to prepare them to respond to questions regarding the case.

When employees are subpoenaed on a flex day, the following policy is to be followed:

If...	Then...
The employee has been subpoenaed,	it may be necessary for the employee to be placed on call with the Court through Victim Witness.
The employee has been placed on call,	the employee will be reimbursed for the on-call period at the standard on call rate.
The matter can be resolved by phone,	the employee will post the time on the phone to their timecard as Unscheduled Work Time.
The employee is required to report to Court,	call back pay (minimum of four hours) will be authorized.

Temporary Schedule Change

Requests for Temporary Schedule Change

Employees may request a temporary schedule change to their start/end time to meet business needs, such as conducting a client appointment that occurs outside of the SSW's regularly scheduled hours, or for personal reasons.

Temporary schedule change requests must be:

- Voluntarily initiated by the employee
- Structured so as not to disrupt business needs
- Submitted in writing for supervisory approval
- Preapproved by the supervisor and/or manager, per program protocol

Temporary schedule changes must occur in the same workweek in which the work was completed. Total weekly hours worked must equal the employee's regularly scheduled hours.

To ensure accurate records, timecards must reflect the actual start and end times worked each day, as well as the correct pay code for regular hours.

The supervisor and/or manager will review the request to ensure that the temporary change:

- Will not disrupt business operations
- Is voluntarily initiated by the employee
- Occurs in the same workweek the work was completed

**Alternative
Work Schedule
Termination**

While alternative work schedules may be authorized, they are considered a privilege, not a right. Employees may voluntarily return to a regular five-day/week schedule upon notification by the supervisor. If in the view of administration, an alternative work schedule is deemed detrimental to an employee's job performance, or completion of required work, the employee's supervisor may eliminate it. The supervisor must give the employee a seven-calendar day notice regarding termination of the alternative work schedule. Termination of the alternative work schedule will be timed to start at the beginning of the first pay period after the seven days.

**Manager's and
Managers'
Secretaries**

Management level employees are limited to the options of an alternative work schedule with a 9/80 schedule. Managers with an approved alternative work schedule are limited to flexing Fridays only. Managers and their secretaries may have the same day off if adequate coverage is arranged. Managers will come to meetings on their flex day and adjust their work schedules in the pay period if necessary. Another manager, not a supervisor, will provide coverage for a manager on a flex day. All deputy directors and managers shall carry a county-issued cell phone during their work hours.

REFERENCES

**Attachments
and CWS/CMS
Data Entry
Standards**

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

None.

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.

None.

Other Sources

Other printed references include the following:

- County of Orange and The Orange County Employees Association: Memorandum of Understanding, Supervisory

FORMS

Online Forms Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

	Form Name	Form Number
	None.	

Hard Copy Forms Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. ***For reference purposes only***, links are provided to view these hard copy forms, where available.

	Form Name	Form Number
	None.	

CWS/CMS Forms Forms that may **only** be obtained in CWS/CMS are listed below. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

	Form Name	Form Number
	None.	

Brochures Brochures to distribute in conjunction with this policy may include:

	Brochure Name	Brochure Number
	None.	

LEGAL MANDATES

None.

REVISION HISTORY

Since the Effective Date of this P&P, and prior to the Current Revision Date, the following revisions of this P&P were published:

August 5, 2025