

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: May 8, 2013 **Approx Start Time:** 2:30 PM **Approx Length:** 45 minutes

Presentation Title: Four Day Work Week

Department: Department of Employee Services

Presenters: Nancy Drury, Employee Services Director

Krista Weatherford, Employee Services

Marc Gonzales, Finance Director

Gary Schmidt, Director, Public and Government Affairs

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Requesting direction on whether to continue the four day work week or begin the transition to a five day work week for other departments. Some sections within DTD were previously designated to move to a five day work week, effective July 8th, by a vote of the Commissioners on April 23, 2013.

EXECUTIVE SUMMARY:

The goal of the four day work week was to create energy savings, cost efficiencies (including reduced employee commuting), increase employee satisfaction and provide hours of service at an earlier and later time during the four days of the work week.

Language covering the four day work week was incorporated into the applicable collective bargaining agreements, extending the terms of the 2008 MOUs. In addition, a follow up survey was conducted by Portland State University.

The cost savings attributable to the four day week were originally mostly noted as savings in overtime costs. A meaningful analysis of the changes in overtime from 2008 to the present would require a more extensive and time consuming study. Wages and staffing patterns have changed over the last five years making a comparison difficult.

At the request of the Board, Public and Government Affairs (PGA) was asked to poll business organizations and their stakeholders on this topic. PGA prepared and distributed a survey to local Chambers of Commerce, the Clackamas County Business Alliance and the Home Builders Association of Metropolitan Portland with a request to share with their memberships. The poll was distributed March 4 and was closed March 21. There were forty-six respondents.

Some key findings:

- 65% of the respondents said they were still able to conduct their important business even though the county was closed on Fridays and employees were unavailable on Fridays.
- Respondents were evenly split on whether it would be helpful to restore Friday operating hours. Fourteen respondents said yes, 16 said no and 16 either offered no opinion or skipped the question.
- Thirty respondents found it helpful that the county offered extended operating hours Monday-Thursday. Eight said it was not helpful.

All collective bargaining agreements contain provisions which allow the County to change work schedules due to changes in scheduling of services provided to the public, including changing from a four day, ten hour schedule back to a five day, eight hour schedule. The notice requirements to change schedules range from three to thirty days in the affected Employees Association and AFSCME-WES and AFSCME-DTD contracts.

While there do not appear to be any bargaining issues in the labor contracts, the unions will likely demand to bargain over the impact of the change on employees. For instance, the value of the personal holiday was negotiated to be 10 hours. If the Board wishes to change it back to eight hours to reflect the scheduled hours of work, we would be required to negotiate that particular item with the unions.

If the Board decides to revert to a five day schedule for the affected departments, there are some administrative issues that must be addressed. For instance, each department must consider their business needs and the schedule requests of each employee as the County has flexible schedules on an as needed basis. That information must be submitted to Employee Services to be entered manually into the HR/Payroll system. Each department will also need to update the time and labor system for each employee that has a schedule change. This work must be done in order for Payroll to calculate overtime and other pay issues. These administrative changes will take some time to implement so the more lead time, the better for accomplishing these tasks.

The Board requested certain data in regard to overtime, facilities cost for opening up PSB and DSB on Friday, and operational hours of permitting departments at other jurisdictions. This information is included on the attached sheets.

FINANCIAL IMPLICATIONS (current year and ongoing):

In terms of overtime, we compared the overtime costs between FY 2008 and FY 2012 using the following Departments: Tax & Assessment, Transportation & Development, and Water Environment Services. The grand total of savings between the two fiscal years for overtime was \$64,668.16.

If we were to negotiate a reduction in the personal holiday from ten (10) hours to eight (8) hours, a savings of \$86,992.86 would be realized. The unions do not need to re-open the contract until 2015 for any language already included in the current contract.

Facilities would incur an additional estimated annual cost of \$127,090.00 for janitorial services and utilities to fully open the currently closed buildings on Fridays.

With these assumptions, total projected savings would be overtime savings at \$64,668.16 and personal holiday savings at \$86,992.86 with the cost of facilities at \$127,090.00 for a net savings of \$24,571.02.

+ \$64,668.16 (overtime savings)
+ \$86,992.86 (personal holiday savings)
- \$127,090.00 (facilities costs)
\$24,571.02 savings

However, the union is not required to bargain existing contract language during the current term of the contract. If we are unable to bargain the reduction in the personal holiday now, the total projected cost would be overtime savings at \$64,668.16 with an increased cost of facilities of \$127,090.00 for a net cost of \$62,421.84.

+ \$64,668.16 (overtime savings)
- \$127,090.00 (facilities costs)
\$62,421.84 cost

The costs and savings could be affected by other factors that may impact the actual outcome.

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

- 1) Remain on the four day work week; or
- 2) Return to the five day work week with 60 - 90 days notice

RECOMMENDATION:

If the decision is made to return to the five day work week, we would recommend a phased implementation to allow adequate time for administrative changes and for employees to have adequate notice regarding the schedule change. Proposed implementation schedule:

	<u>Effective</u>
DTD/WES:	7/6/13
AT&T/BCS/other departments in the DSB:	8/31/13
H3S: effective	9/14/13
All other impacted departments in the PSB:	9/14/13

ATTACHMENTS:

- 1) Four Day Work Week Cost Comparison
- 2) Survey of Local Jurisdiction Permitting Lobby Hours

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval _____
County Administrator Approval _____

For information on this issue or copies of attachments, please contact Nancy Drury at
503-655-8812

Survey of Local Jurisdiction Permitting Lobby Hours

PERMITTING LOBBY HOURS - JURISDICTIONAL COMPARISON

JURISDICTION	HOURS	DAYS	OPEN HOURS	OTHER
City of Happy Valley	8:00 - 4:00	Mon - Fri	40	
City of Tualatin	8:00 - 4:00	Mon - Fri	40	
City of Tigard	8:00 - 5:00	Mon - Thurs	36	Closed Fridays
City of Sandy	8:00 - 12:30 & 1:30 - 4:00	Mon - Fri	35	EXCEPT opens at 9:00 on Wednesdays / Closed lunch
Washington County	8:00 - 4:00	Mon - Thurs	32	Closed Fridays
City of Milwaukie	9:00 - Noon & 1:00 - 4:00	Mon - Fri	30	Closed lunch
Clackamas County	9:00 - 4:00	Mon - Thurs	28	Closed Fridays
City of Portland	8:00 - 3:00	Tues - Fri	28	Closed Mondays
City of West Linn	7:00 - 3:30	Mon - Fri	27.5	
Clark County	8:00 - Noon / 8:00 - 4:00	M, T, Th, F / Wed	24	
City of Lake Oswego	8:00 - Noon	Mon - Fri	20	

☐ = CLOSED DURING LUNCH HOUR