



*ONLY APPLICABLE TO:	
- Athletic Trainer	- FACE Coordinator
- Auditorium Operations Technician	- FACE Specialist
- Campus Safety Aide	- Translator/Interpreter
- Event/Facility Attendant	- Transportation Dispatcher

Alternative/Flexible Schedules & Changing Hours

The following table is intended to clarify expectations for notifying and scheduling employees with alternative work schedules.

PLEASE NOTE:

- Overtime/Comp Time (OT/CT) - will be paid at 1.5x the normal pay rate for any time worked past 8 hours on one day Monday through Friday and for any hour worked on Saturday or Sunday
- Employees cannot be disciplined or blamed for not changing their assignment hours when proper notice protocol has not been followed by management
- Disputes regarding protocol and other schedule issues will be addressed by Classified-HR, the union, and District administration

SCHEDULE TYPE	DETAILS	NOTICE PROTOCOL	IMPACT ON EMPLOYEE
Normal (Default)	- Normal schedule - Monday-Friday	Discussed in initial hiring	None
Shifting Schedule Later (Temporarily)	- Start and finish later - Same total hours	- In person or by phone - 7 Days before change	Proper notice: - None Late notice: - OT/CT if > 8 hours from orig. start time - NO discipline if refuse
Weekend Days	- Work Sat or Sun - Work 6 th or 7 th day in 7 days - Every hour will be paid as OT/CT	- In person or by phone - 28 Days before change	Proper notice: - OT/CT for every hour Late notice: - OT/CT if > 8 hours - NO discipline if refuse - Use different employee
Additional Hours	- Work more than normal number of hours - More than 8 hours will be paid as OT/CT	- In person or by phone - 48 Hours before change	Proper notice: - OT/CT if > 8 hours Late notice: - NO discipline if refuse - Use different employee
Split Shift	- Includes an unpaid non-work period of more than 1 hour between two paid work periods on same day - No additional pay per CA employment law formula	- In person or by phone - 48 Hours before change	Proper notice: - None, unless asked to work during non-work period - OT/CT if asked to work > 8 hours Late notice: - NO discipline if refuse - Use different employee
Call-Back	- Unexpectedly requested to return to work after completing regular assignment - Typically unplanned	- In person or by phone - Last minute	Proper notice: - Paid at least 2 hours of OT Late notice: - N/A
Trading Hours	- Transfer working hours from one day to another in the same week	- Mutual agreement with employee and mgmt. in person or by phone	With agreement: - No OT/CT Without agreement: - Not available
Trading Days	- Transfer a working day from one week to another in the same pay period	- Mutual agreement with employee and mgmt. in person or by phone	With agreement: - No OT/CT Without agreement: - Not available
PERMANENT Change In Work Hours	- Permanent change in shift/schedule time of daily work period	- Written notice from manager at least 5 work days (1 week) before the change - Special permission required from HR for change > 1 hour	Proper notice: - Change in work hours Improper notice: - NO discipline if refuse