

Personnel Rule 9.4 – Notice of Scheduling Changes

9.4.0 Authority

SMC 4.04.050 and subsequent revisions thereto, Rule-making Authority

SMC 4.20.365 and subsequent revisions thereto, Notice and Pay for Scheduling Changes

9.4.1 Definitions

- A. “Days off” shall mean an employee’s assigned non-working days.
- B. “Management representative” shall mean any individual working at or above the level of supervisor or crew chief who is responsible for directing the work of employees and who exercises independent judgment with respect to the direction of such work.
- C. “Workday” shall mean an employee’s assigned day(s) of work.
- D. “Work schedule” shall mean an employee’s assigned workdays, work shift, and days off.
- E. “Work shift shall mean an employee’s assigned hours of work in a workday.

9.4.2 Application of this Rule

- A. The provisions of this Rule apply to regularly appointed hourly employees. This Rule does not apply to salaried employees who are eligible for executive and merit leave as identified in SMC 4.20.320.
- B. For regularly appointed employees who are represented under the terms of a collective bargaining agreement, this Rule prevails except where it conflicts with the collective bargaining agreement, any memoranda of agreement or understanding signed pursuant to the collective bargaining agreement, or any recognized and established practice relative to the members of the bargaining unit.
- C. This Rule does not apply to individuals who are employed under the terms of a grant that includes employment provisions that conflict with this Rule.
- D. This Rule does not apply to individuals hired by the City on a temporary, intermittent or seasonal basis, or for a work schedule of fewer than 20 hours per week, nor does it apply to individuals hired under contract to the City.
- E. Appointing authorities may establish written policies and procedures for the implementation and administration of this Rule to facilitate the management of the personnel system within their employing units, provided that such policies and procedures do not conflict with the provisions of this Rule.

9.4.3 Short Notice Work Schedule or Work Shift Change

- A. Designated management representatives shall provide at least 48 hours advance notification to affected employees when work schedule or work shift changes lasting fewer than 30 calendar days are required by the City.

- B. In instances where 48 hours advanced notification is not provided to an employee, the employee shall be compensated at one and a half times the employee's straight-time rate of pay (the overtime rate of pay) for the first work shift worked under the new schedule.
- C. An employee-initiated scheduling change shall require supervisory approval, but not be subject to the notice and penalty pay required by Personnel Rule 9.4.3 B.

9.4.4 Extended Notice Work Schedule Change

- A. Designated management representatives shall provide at least 14 calendar days' advance notification to affected employees when work schedule changes lasting longer than 30 calendar days are required by the City.
- B. The notification of schedule change may be waived by mutual agreement of the employee and the designated management representative.