

9/80 ALTERNATIVE WORKWEEK

1. California law normally entitles employees to overtime pay at 1-1/2 times their regular hourly rate of pay for all hours worked in excess of 8 hours in any workday or 40 hours in a workweek. However, pursuant to the 2/3 majority vote of the affected employees in the election held on May 25, 2018, a “9/80” workweek schedule was adopted in Employee’s department, as more fully described below:

- In alternating calendar weeks, Employee will work 1 day per week for 8 hours per day and 4 days per week for 9 hours per day. Then, in the following calendar week, Employee will have an extra day off on Friday and work 4 days per week for 9 hours per day.
- Each payroll workweek will run from mid-day on Employee’s 8-hour day (4 hours after Employee’s scheduled start time) to the same day and time in the following week (for example, 12:30 p.m. on Friday to 12:30 p.m. on the following Friday for employees whose 8-hour day starts at 8:30 a.m. on Fridays). Each workweek and workday will start at the same time as long as this schedule remains in effect.

2. To illustrate the schedule in *calendar* days for employees who work Monday through Friday and have alternating Fridays off:

Week One

Monday	Tuesday	Wednesday	Thursday	Friday
9 hours	9 hours	9 hours	9 hours	8 hours

Week Two

Monday	Tuesday	Wednesday	Thursday	Friday
9 hours	9 hours	9 hours	9 hours	Off Work

To illustrate the schedule in “workweeks” for employees who have the same schedule:

Week One

Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
Off	Off	Off	9 hours	9 hours	9 hours	9 hours	4 hours

(Ending mid-day Friday)

Week Two

Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
4 hours	Off	Off	9 hours	9 hours	9 hours	9 hours	Off

(Beginning mid-day Friday)

3. No overtime will be paid for any hours worked within the parameters of the alternative workweek schedule, except where Employee’s hours have exceeded

40 for the workweek. For example, Employee will not receive overtime compensation for the ninth hour worked during a scheduled 9-hour workday.

4. Additional applicable state laws may apply for overtime calculations.
5. You should continue to take meal and rest periods in accordance with Company policy. Meal periods should not begin before the end of the fourth (4th) hour of work and must start no later than the end of the fifth (5th) hours of work. When working more than ten (10) hours in a day, you must take a second meal period starting no later than the end of the tenth (10th) hour of work).