

EMPLOYMENT & HUMAN SERVICES

Marla Stuart, Director

40 Douglas Drive, Martinez, CA 94553 • Phone: (925) 608-5000 • Fax (925) 313-9748 • www.ehdsd.org

To: All Staff, Code 2A

Date: August 8, 2022

From: Personnel Services

Subject: EHSD Work Schedules for Fiscal Year 2022-2023

For your reference, please find listed below and on the following pages the department schedules for the current fiscal year, 2022-2023.

- 9/80 Monday A
- 9/80 Monday B
- 9/80 Wednesday A
- 9/80 Wednesday B
- 9/80 Friday A
- 9/80 Friday B
- 4/10 Monday
- 4/10 Wednesday
- 4/10 Friday
- Regular

As a reminder of County policies and procedures for those on 9/80 work schedules, please refer to [Administrative Bulletin 435](#), "9/80 Work Schedules." A 9/80 work schedule is a privilege and not guaranteed. It may be discontinued based on operational needs of the department or work performance. Note for employees on limited and/or modified duty, a 9/80 work schedule is suspended during that time.

Resources

- For examples and descriptions of EHSD work schedules, click [here](#).
- To change your work schedule, complete the [Work Schedule Request Form](#).
- For Supervisors who need to change an employee's work schedule due to disciplinary action, leave of absence, department need, or probationary status, complete the [Supervisor Work Schedule Change Form](#).
- If you have questions, create a ticket through [Personnel Track-It](#). From the Transaction Type menu in Track-It, select: "Payroll", then "Work Schedule Change".

MONDAY A SCHEDULE

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
169	July				*																												
		9			8+	9	9	9	9			8	9	9	9	9			off	9	9	9	9				8	9	9	9	9		
178	Aug																																
		off	9	9	9	9			8	9	9	9	9			off	9	9	9	9				8	9	9	9	9			off	9	9
170	Sept				*																												
		9	9										off	9	9	9	9				8	9	9	9	9			off	9	9	9	9	
168	Oct																																
				8	9	9	9	9			off	9	9	9	9			8	9	9	9	9				off	9	9	9	9			8
154	Nov										*															*	*						
		9	9	9	9			off	9	9	9	-1			8	9	9	9	9			off	9	9	-1	-1			8	9	9		
170	Dec																										*						
		9	9			off	9	9	9	9			8	9	9	9	9			off	9	9	9	9				9	9	9	9		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
169	Jan		*														*																
			8+	9	9	9	9			8	9	9	9	9			8+	9	9	9	9				8	9	9	9	9			off	9
152	Feb																																
		9	9	9			8	9	9	9	9			off	9	9	9	9										off	9				
187	Mar																																
		9	9	9			8	9	9	9	9			off	9	9	9	9											off	9	9	9	9
160	Apr																																
				8	9	9	9	9			off	9	9	9	9			8	9	9	9	9				off	9	9	9	9			
178	May																																
		8	9	9	9	9			off	9	9	9	9			8	9	9	9	9				off	9	9	9	9			8	9	
178	June																																
		9	9			off	9	9	9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Holiday
 Weekend
 Cycle Start Day

**MONDAY B
SCHEDULE**

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
161	July				*																												
		9				9	9	9	9			off	9	9	9	9			8	9	9	9	9			off	9	9	9	9			
186	Aug																																
		8	9	9	9	9			off	9	9	9	9			8	9	9	9	9			off	9	9	9	9				8	9	9
178	Sept				*																												
		9	9			8+	9	9	9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9		
160	Oct																																
				off	9	9	9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9				off
154	Nov																																
		9	9	9	9			8	9	9	9	-1			off	9	9	9	9			8	9	9	-1	-1			off	9	9		
178	Dec																																
		9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9			8+	9	9	9	9		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
161	Jan		*														*																
				9	9	9	9			off	9	9	9	9				9	9	9	9			off	9	9	9	9			8	9	
160	Feb																																
		9	9	9			off	9	9	9	9			8	9	9	9	9			8+	9	9	9	9			8	9				
187	Mar																																
		9	9	9			off	9	9	9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9	
160	Apr																																
				off	9	9	9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9				
178	May																																
		off	9	9	9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9			8+	9	9	
178	June																																
		9	9			8	9	9	9	9			off	9	9	9	9			8	9	9	9	9			off	9	9	9	9		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Holiday
 Weekend
 Cycle Start Day

WEDNESDAY A SCHEDULE

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
161	July				*																											
		9			-1	9	off	9	9			9	9	8	9	9			9	9	off	9	9				9	9	8	9	9	
178	Aug																															
		9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off
170	Sept				*																											
		9	9			-1	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9	
169	Oct																															
				9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9
153	Nov										*														*	*						
		9	8	9	9			9	9	off	9	-1			9	9	8	9	9			9	9	off	-1	-1			9	9	8	
170	Dec																										*					
		9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			-1	9	8	9	9	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
162	Jan		*														*															
			-1	9	off	9	9			9	9	8	9	9			-1	9	off	9	9			9	9	8	9	9			9	9
152	Feb																		*													
		off	9	9			9	9	8	9	9			9	9	off	9	9			-1	9	8	9	9			9	9			
178	Mar																															
		off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9
160	Apr																															
				9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			
178	May																												*			
		9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			-1	9	8
178	June																															
		9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- Holiday
- Weekend
- Cycle Start Day

WEDNESDAY B SCHEDULE

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
161	July				*																												
		9			-1	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			
186	Aug																																
		9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9				9	9	8
170	Sept				*																												
		9	9			-1	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9		
169	Oct																																
				9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9				9
145	Nov										*														*	*							
		9	off	9	9			9	9	8	9	-1			9	9	off	9	9			9	9	8	-1	-1			9	9	off		
170	Dec																										*						
		9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			-1	9	off	9	9		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
162	Jan		*														*																
			-1	9	8	9	9			9	9	off	9	9			-1	9	8	9	9			9	9	off	9	9				9	9
152	Feb																			*													
		8	9	9			9	9	off	9	9			9	9	8	9	9			-1	9	off	9	9			9	9				
186	Mar																																
		8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9	
160	Apr																																
				9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9				
170	May																													*			
		9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			-1	9	off	
178	June																																
		9	9			9	9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

- Holiday
- Weekend
- Cycle Start Day

**FRIDAY A
SCHEDULE**

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
160	July				*																												
		8			-1	9	9	9	off			9	9	9	9	8				9	9	9	9	off			9	9	9	9	8		
187	Aug																																
		9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	
161	Sept				*																												
		9	off			-1	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off		
169	Oct																																
				9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	
170	Nov										*														*	*							
		9	9	9	8			9	9	9	9	8+			9	9	9	9	8			9	9	9	-1	8+			9	9	9		
169	Dec																										*						
		9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	9	off			-1	9	9	9	8	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
162	Jan		*														*																
			-1	9	9	9	off			9	9	9	9	8			-1	9	9	9	9	off			9	9	9	9	8			9	9
152	Feb																			*													
		9	9	off			9	9	9	9	8			9	9	9	9	off			-1	9	9	9	8			9	9				
178	Mar																																
		9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off	
160	Apr																																
				9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off				
179	May																																
		9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			-1	9	9	
177	June																																
		9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	9	off			9	9	9	9	8	

- Holiday
- Weekend
- Cycle Start Day

FRIDAY B SCHEDULE

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
161	July				*																													
		9			-1	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off				
187	Aug																																	
		9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9		
169	Sept				*																													
		9	8			-1	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			
169	Oct																																	
				9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9		
154	Nov											*													*	*								
		9	9	9	off			9	9	9	9				9	9	9	9	off			9	9	9	-1				9	9	9			
161	Dec																										*							
		9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			-1	9	9	9	9	off		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
162	Jan		*														*																	
			-1	9	9	9	8			9	9	9	9	off			-1	9	9	9	8			9	9	9	9	off			9	9		
152	Feb																		*															
		9	9	8			9	9	9	9	off			9	9	9	9	8			-1	9	9	9	off			9	9					
186	Mar																																	
		9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8		
160	Apr																																	
				9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8					
179	May																													*				
		9	9	9	9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			-1	9	9		
169	June																																	
		9	off			9	9	9	9	8			9	9	9	9	off			9	9	9	9	8			9	9	9	9	9	off		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

- Holiday
- Weekend
- Cycle Start Day

Monday 4/10
SCHEDULE

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022- 2023

MWH	MO	Day of Month																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
170	July				*																												
		10			8+	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			
180	Aug																																
		off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	
180	Sept				*																												
		10	10			8+	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10		
160	Oct																																
				off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	
156	Nov											*													*	*							
		10	10	10	10			off	10	10	10	-2			off	10	10	10	10			off	10	10	-2	-2			off	10	10		
180	Dec																									*							
		10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			8+	10	10	10	10		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
170	Jan		*														*																
			8+	10	10	10	10			off	10	10	10	10			8+	10	10	10	10			off	10	10	10	10			off	10	
160	Feb																			*													
		10	10	10			off	10	10	10	10			off	10	10	10	10			8+	10	10	10	10			off	10				
190	Mar																																
		10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10	
160	Apr																																
				off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10				
180	May																												*				
		off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			8+	10	10	
180	June																																
		10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10			off	10	10	10	10		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

- Holiday
- Weekend
- Cycle Start Day

**WEDNESDAY 4/10
SCHEDULE**

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
162	July				*																											
		10			-2	10	off	10	10			10	10	off	10	10			10	10	off	10	10				10	10	off	10	10	
180	Aug																															
		10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off
172	Sept				*																											
		10	10			-2	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10	
170	Oct																															
				10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10
146	Nov										*														*	*						
		10	off	10	10			10	10	off	10	-2			10	10	off	10	10			10	10	off	-2	-2			10	10	off	
172	Dec																										*					
		10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			-2	10	off	10	10	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
164	Jan		*														*															
			-2	10	off	10	10			10	10	off	10	10			-2	10	off	10	10			10	10	off	10	10			10	10
152	Feb																			*												
		off	10	10			10	10	off	10	10			10	10	off	10	10			-2	10	off	10	10			10	10			
180	Mar																															
		off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10
160	Apr																															
				10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			
172	May																											*				
		10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			-2	10	off
180	June																															
		10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10			10	10	off	10	10	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- Holiday
- Weekend
- Cycle Start Day

**FRIDAY 4/10
SCHEDULE**

CCC EHSD

ADM 35 (rev 06/13/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
162	July				*																											
	10				-2	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off		
190	Aug																															
	10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	
162	Sept				*																											
	10	off			-2	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off		
170	Oct																															
	10		10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10
172	Nov										*														*	*						
	10	10	10	off			10	10	10	10	8+			10	10	10	10	off			10	10	10	-2	8+			10	10	10		
162	Dec																									*						
	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			-2	10	10	10	off		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
164	Jan		*														*															
	-2	10	10	10	off			10	10	10	10	off			-2	10	10	10	off			10	10	10	10	off			10	10		
152	Feb																				*											
	10	10	off			10	10	10	10	off			10	10	10	10	off			-2	10	10	10	off			10	10				
180	Mar																															
	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off	
160	Apr																															
	10		10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off				
182	May																												*			
	10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			-2	10	10	
170	June																															
	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off			10	10	10	10	off		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- Holiday
- Weekend
- Cycle Start Day

**REGULAR
SCHEDULE**

CCC EHSD

ADM 35 (rev 06/10/2022)

Fiscal Year 2022 - 2023

MWH	MO	Day of Month																																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
160	July				*																															
		8				8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8						
184	Aug																																			
		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8		
168	Sept				*																															
		8	8				8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8					
168	Oct																																			
		8	8	8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	8			8	8	8	
152	Nov											*														*	*									
		8	8	8	8			8	8	8	8				8	8			8	8	8			8	8	8			8	8	8					
168	Dec																										*									
		8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8				8	8	8	8					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
160	Jan		*														*																			
		8	8	8	8	8	8	8	8	8	8	8	8	8				8	8	8	8			8	8	8	8	8	8			8	8	8	8	
152	Feb																			*																
		8	8	8			8	8	8	8	8			8	8	8	8	8				8	8	8	8			8	8							
184	Mar																																			
		8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8				
160	Apr																																			
		8	8	8	8	8	8	8	8	8	8	8	8	8	8			8	8	8	8	8	8			8	8	8	8	8	8					
176	May																														*					
		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	8			8	8	8	8	8	8
176	June																																			
		8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Holiday
 Weekend
 Cycle Start Day