

**LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF SACRAMENTO  
AND  
SACRAMENTO COUNTY DEPUTY SHERIFFS' ASSOCIATION  
IN THE  
NON-SUPERVISORY LAW ENFORCEMENT UNIT**

**Section 6.6(c) [Workweek – 7/12 Work Schedule for Non-Sworn Personnel]**

This Letter of Understanding will confirm the parties' understanding that the Sacramento Sheriff's Department shall continue to redesignate the workweek such that the workweek commences after the conclusion of the 4<sup>th</sup> hour in the 12-hour workshift, designated as the split workday, the twelve-hour workday of which falls in the week they work 4 days and corresponds to the regular day off in the 3 workday week.

For example, an employee who works Monday, Tuesday, Wednesday and Thursday of the 4-day workweek and Tuesday, Wednesday, and Thursday of the 3-day workweek, shall have the workweek commence after the conclusion of the 4<sup>th</sup> hour on the split workday, Monday, of the 4-day workweek.

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Week 1</b>		<i>Regular Day Off</i>	12 Hour	12 Hour	12 Hour		
<b>Week 2</b>		<i>8/4* Split Work Day</i>	12 Hour	12 Hour	12 Hour		

\*Start of new workweek

In the successor agreement, the parties will amend Section 6.6(c) of the Agreement as follows:

c. **7/12 Work Schedule For Non-Sworn Personnel**

Non-sworn employees may be assigned by the County to a work schedule consisting of seven (7) workdays of twelve (12) hours each during a biweekly pay period. During one (1) week of the biweekly pay period, employees will work three (3) workdays of twelve (12) hours each, and during the other week, they will work four (4) workdays of twelve (12) hours each. ~~The 7/12 workweek shall be redesignated so that the week commences in the middle of the last twelve-hour workshift in the four-day workweek and ends the following week on the same day and time, a period of seven (7) consecutive~~

~~twenty-four hour periods.~~ ***The 7/12 workweek shall be redesignated so that the second workweek commences after the conclusion of the fourth (4<sup>th</sup>) hour on the split workday that corresponds to the regular day off in the three-day week.***

Non-sworn employees who work in excess of forty (40) hours per workweek shall be paid overtime or receive compensating time off as stated in Section 6.1-k.

The 7/12 work schedule consists of eighty-four (84) hours per pay period. The additional four (4) hours above the standard forty-hour workweek shall be considered as overtime as provided in Section 6.1-k.

The four (4) hours of overtime described in Section 6.6-d. (3) shall be treated as overtime for all purposes and shall not be a factor or credit for purposes of step advancement, paid leave accruals, seniority, or any other benefit towards which overtime work is excluded in the benefit calculation. No provision of this Agreement shall be interpreted in a manner which gives the employees assigned to the 7/12 schedule greater compensation or a larger monetary benefit than that same benefit as applied to employees assigned to the 5/8 schedule and the 4/10 schedule.

For training purposes, an employee's 7/12 workweek schedule may be modified to a schedule combining both the eight-hour workday (or ten-hour workday) and the twelve-hour workday. An example of such a combination could be the substitution of three (3) eight-hour workdays for two (2) twelve-hour workdays. In such cases, the employee shall be provided five (5) days' notice. Any change in the 7/12 workweek schedule for training purposes is not intended to modify the workweek to less than eighty (80) hours in the biweekly pay period.

Employees on the 7/12 work schedule shall terminate all off-duty employment a minimum of twelve (12) hours prior to the start of their regular shift.

Meal Periods: Employees working a 7/12 schedule normally will take a meal period in the middle of their twelve-hour workshift. Employees may receive one (1) rest period during the first half of the employee's twelve-hour workshift and one (1) rest period during the second half of the twelve-hour workshift.

Leave Usage: Full shift absences on vacation, sick leave, compensating time off, or holiday in lieu taken by employees on a scheduled twelve-hour workshift shall result in the deduction of the corresponding number of hours from the employee's accrued leave balances.

Notwithstanding any other provision of this Agreement, the County shall have in its sole discretion the right to discontinue the 7/12 work schedule. The County shall give the Union two (2) pay periods' written notice of the cancellation of the 7/12 work schedule. The Union may discuss with the County the discontinuance of the 7/12 work schedule, but the County shall not be obligated to meet and confer over such discontinuance, nor shall the decision to discontinue the 7/12 work schedule be subject to the grievance and arbitration procedure set forth in Article 5.

8/9/2024

Date

Sacramento County Deputy  
Sheriff's Association

County of Sacramento

Signed by:



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Nate Seger  
President

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Lisette Fong  
Labor Relations Representative