

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 9/10/2025

Staff Report No. 25-419

TO: AC Transit Board of Directors

FROM: Salvador Llamas, General Manager/Chief Executive Officer

SUBJECT: Review of Board Policy 231 - Alternate Work and Flexible Work Schedules

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider approving minor amendments to Board Policy 231 - Alternative Work and Flexible Work Schedules.

Staff Contact:

James Arcellana, Executive Director of Human Resources

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce

Initiative - Employee Recruitment, Training and Retention

This policy enables alternative and flexible scheduling, which supports work-life balance, strengthens retention and recruitment, and boosts productivity.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact resulting from amendments to this policy.

BACKGROUND/RATIONALE:

Staff has reviewed Board Policy 231 - Alternative Work & Flexible Work Schedules and recommends minor amendments to update and clarify the policy.

Definitions (Section III) - The definition of *Flexible Work Schedule* is expanded to identify District core hours (9:00 a.m.- 2:00 p.m.), define what a standard schedule is and minor grammatical edits are applied throughout the section for consistency.

Applicability (Section IV.A) - A statement is added that applicable collective-bargaining agreements supersede this section, ensuring the policy aligns with current labor contracts.

Approval & Review (Sections IV.B and IV.C) - Language is revised to make the Executive Director of Human Resources the approving authority for both alternative and flexible schedules, and the review cadence is changed from “monthly” to “regularly” to allow operational flexibility.

Timekeeping (Section IV.D) - References to a single time-keeping procedure are removed ensuring all District time-keeping procedures apply, eliminating unnecessary detail and potential conflicts.

ADVANTAGES/DISADVANTAGES:

The principal advantage of updating the policy is clearer, centralized guidance that aligns with collective bargaining agreements and current practices, making alternative and flexible scheduling easier to administer and more transparent for employees. Staff has identified no disadvantages to the proposed amendments.

ALTERNATIVES ANALYSIS:

Staff considered not amending this policy; however, this is not recommended as it would retain outdated language, unclear approval authority, and procedures that no longer reflect current District practice

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 231 - Alternative Work and Flexible Work Schedules
Staff Report 17-148, Staff Report 22-534

ATTACHMENTS:

1. Board Policy 231 - Alternative Work and Flexible Work Schedules - proposed redline

Prepared by:

James Arcellana - Executive Director of Human Resources

In Collaboration with:

Janis Picket - Lacy, Director of Human Resources

Approved/Reviewed by:

James Arcellana, Interim Executive Director of Human Resources
Aimee L. Steele, General Counsel/Chief Legal Officer