

REDUCED WORK TIME (RWT)

1068

(No. 15a July 1990)

CAL FIRE accepts requests from permanent employees desiring to voluntarily reduce their worktime. The procedure for requesting RWT and its effects on employee status are outlined in the RWT package sent to all chiefs in January 1983.

CAL FIRE's policy is to grant employee requests for RWT whenever it is "administratively feasible," i.e., the request does not adversely affect the following:

- Public service, health and safety;
- Timeliness and quality of workload;
- Work priorities;
- Employee training; and
- Supervision/span of control.

Region/section chiefs will be responsible for determining if a RWT request is "feasible," and for providing the employee with their rationale if a request is denied. Employees will have the option to appeal the decision through the normal grievance procedure.

Employees should be aware that all requests will be evaluated carefully to ensure adequate service to the public and accomplishment of CAL FIRE's primary mission. Among other considerations will be the effect an employee's participation in RWT has on the workload of other employees in the same function/work area.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)