



SFSD Work Schedule Change Request Process

AUDIENCE: CENTRAL SFSD STAFF*

*SFSD Site Staff should reach out to their site administrator regarding their daily schedule

Framing for this document

Our guiding principle is that we are one Division, working in several work spaces, to serve students and families. Though we work in different work spaces, we align ourselves to predictably serve students and families, as well as support schools to serve students and families. Alignment also better assures equity across our workspaces.

Process for SFSD Staff Member to request schedule change

1. Staff member contacts their day-to-day supervisor(s) to request a schedule change. Supervisor confirms the request can move forward.
2. Staff complete the [Staff Schedule Change Request Form](#)
3. Once received, the supervisor will review the request, and reply back within one week (5 business days)
4. If there are any clarifying questions, your supervisor may also request a time to meet to discuss the schedule change request
5. **If approved, next steps for:**
 - a. **The Central Staff member**
 - Communicate with team members and work partners that their schedule will be changing.
 - Indicate on their work schedule the days they work an alternate schedule. For example, if a staff member's primary start time is 8:30 AM, but on Mondays only you start at 9:00 AM, they would indicate the MONDAY start time as 9:00 AM on their Google calendar.
 - b. **The day-to-day supervisors**
 - Confirm that the schedule change is reflected on all pertinent Division documents
 - Confirm that any changes in EmpowerSF reflect the employee's schedule adjustment

Criteria to determine approval of a staff schedule change

Division Start Times

As a Division, staff either start their work day at 8:00 AM, 8:30 AM, or 9:00 AM. In November, when we returned to working in person, staff start times were set based on staff requests and building needs (which aligned with the needs of students and families who would be accessing the buildings).

Adjustment to Staff's Schedule

For various reasons, a central staff member may request a change to or ask for an alternative work schedule, such as a different start and end time on different days. "Flextime" requests are included in this.

Building & Position Considerations

SFSD Building Hours	
20 Cook	8:00 AM - 5:00 PM
1515 Quintara	8:00 AM - 5:00 PM
727 Golden Gate	8:00 AM - 5:00 PM
555 / 601 McAllister	8:00 AM - 5:00 PM

Buildings and positions require staff to start and end at specific times, so staff schedules must acquiesce to those requirements.

For example, if a building has counter service, certain staff may need to be available between 8:00 AM - 5:00 PM to serve students and families that need to visit before or after school hours.

Additionally, on occasion, some staff may need to stay in a building later than normal to take a meeting. Those staff members should make arrangements with their supervisors.

Regardless of their building location, some staff may not be able to start at 8:00 AM due to who they serve. For example, if a staff member who primarily supports school sites requests an 8:00 AM start time, a 7.5 hour day would end their day at 3:30. This limits sites' access to some staff as most schools use after school time for meetings and need access to our staff after 3:30pm.

Parameters for Staff Schedules

- Start times should be either 8:00 AM, 8:30 AM, or 9:00 AM
- Staff may have different start and end times on different days, as long as the start times fall within the 8:00 - 9:00 AM hour
- Building location and position responsibilities determine start and end time schedule