



HOURS SCHEDULED VS WORKED FOR 2022

EMPLOYEE #	SCHEDULED HOURS	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		TOTAL	
		Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours	Scheduled Hours	Worked Hours
1 #1	168	168	155.25	160	143.25	184	181.75	184	127	168	156.25	176	160	160	147.5	184	170.5	7.25	
2 #2	168	152	152	160	139	184	159.5	184	144	168	145	176	160	131.75	184	176	156	1.5	
3 #3	168	149.25	1.25	160	137.5	184	167.75	184	137.25	168	163.25	176	160	144.5	184	156	176	1	
4 #4	168	160	2.25	160	148.25	184	175.75	184	151.75	168	19.25	176	160	160	141	184	176	9.25	
5 #5	168	149	0.25	160	140.25	184	83.75	184	125	168	144	176	160	171.5	184	168	168	6	
6 #6	168	118.25	1	160	127.25	184	161.5	184	119.25	168	157.25	176	160	140.75	184	166.5	147.25	10.25	
7 #7	168	120	0.5	160	134.75	184	155.25	184	130.75	168	157.75	176	160	117.5	184	147.25	147.25	4	
8 #8	168	146.5	5.25	160	136	184	144	143	143	168	148	17.25	160	140	184	151.5	151.5	1.75	
9 #9	168	149.5	1	160	143	184	181.25	184	79.75	0	0	0	0	0	0	0	0	0	
TEMP HELP		0	0		0		0		0		0			0					
Total Overtime Hours			18		20.25		21.25		18.25		103.25			40			46.62		41
Saturday Services hrs each employee x 2 emp =			8		8		0		8		8			8					0
Total Hours K Employees		1512	1309.75		1440		1410.5		1440.5		1344		1231.5		1192		1358.37		41
Hours Shortage per month			202.25		190.75		245.5		498.25		112.5				216		113.63		

SEPTEMBER Scheduled Hours	SEPTEMBER Worked Hours	SEPTEMBER Overtime Hours	OCTOBER Date until 10/24/22 Scheduled Hours	OCTOBER Worked Hours	OCTOBER Overtime Hours	NOVEMBER Scheduled Hours	NOVEMBER Worked Hours	NOVEMBER Overtime Hours	DECEMBER Scheduled Hours	DECEMBER Worked Hours	DECEMBER Overtime Hours
21			15			0			0		
168			120			0			0		
168	162.25	10.5	120	118.25	9	0		0	0		0
168	154.5	0.5	120	104	0	0		0	0		0
168	135.75	0.75	120	101.25	5.5	0		0	0		0
168	163.75	3.5	120	80	4.25	0		0	0		0
168	157	3	120	111.25	0	0		0	0		0
168	142	9.25	120	97	4	0		0	0		0
168	141.5	1.5	120	77.75	0	0		0	0		0
168	141.75	1.25	120	96	5.5	0		0	0		0
0	0	0	0	0	0	0		0	0		0
	0	0		107.67	0			0			0
		30.25			28.25			0			0
		8			16			0			0
1344	1198.5	22.25	960	893.17	12.25	0		0	0		0
	145.5			66.83						0	
					Total Scheduled Hours	Total Worked Hours	Total Hours Short	Temp Help Total Hours	Total Overtime Hours	Total Saturday Hours	Difference in Overtime hrs after Saturday Hours deducted
					14072	12293.26	1778.74	319.26	356.5	72	284.5

**PRA Request Received**  
Initial Search

**STEP #1**  
Determine how/when to respond, depending on whether **RECORDS EXIST**.

**RESPONSIVE NON-EXEMPT RECORDS EXIST**  
· Can you determine, within 10 calendar days, a date/time estimate for record production?

**RESPONSIVE/NON-EXEMPT RECORDS DO NOT EXIST**  
Send letter within 10 calendar days confirming records do not exist AND/OR explain why existing records were withheld.

**YOU ARE DONE**

**YES, SEND LETTER WITHIN 10 CALENDAR DAYS**  
Confirming Disclosable Records Exist  
AND  
Provide Time Estimate for Production (you may explain any exemptions or seek additional clarity at this time if appropriate)

**NO: IF "UNUSUAL CIRCUMSTANCES" EXIST**  
· Extend deadline up to 14 Calendar Days  
· See PRA Guide Note #1 or Gov Code 6253(C) to cite statutory reason

**UNCLEAR IF RECORDS EXIST**  
· Help requestor clarify.  
· Consult w/ County Counsel as necessary.  
· If Clarified, Reconsider: Do disclosable records exist?

**DISCLOSABLE RECORDS EXIST**  
· Proceed with search for records and response

**NO DISCLOSABLE RECORDS EXIST**  
or  
**REQUEST REMAINS UNCLEAR AND/OR OVERBROAD**

**SEND LETTER THAT YOU ARE DENYING REQUEST AND PROVIDE REASON**

**YOU ARE DONE**

**Rolling Production?**  
· If voluminous records exist, may release on a "Rolling Basis"  
· Provide Explanations of exemptions used with each set released.

**STEP #2**  
· Redact/Withhold Exempt Content  
· Evaluate records which may/must be produced

**STEP #3**  
· Final Record Production  
· Send Final Letter and Explain any exemptions.

**YOU ARE DONE**

**Go to STEP 2**

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**On or Before the 14-Day Extension Deadline**  
· Send Letter Confirming Records Exist  
· Estimate time for Production

**Go to STEP 2**

# PRA Cheat Sheet, EDC Legal Guide

## Common Exemptions

## Statutory References

Acquisition of Property	Gov Code 6254(h)
Atty-Client Privilege	Gov Code 6254(k) & 6276.04, Bus Prof Code 6068 & 6062 and Evid Code 952, 954
Contract Bids and Negotiations	Pub Contracts Code 10165, 10506.6, 10763, 20101, 20111.5, and 20651.5, and Gov Code 6254(k).
Deliberative Process	Gov Code 6254(p)(2) and 6255
Drafts/Memos/Notes	Gov Code 6254(a)
Informants	Evid Code 1042, and Gov Code 6254(k)
Licensee Financial Information	Gov Code 6254(n)
Medical/Behavioral Health Information	CA Constitution, Art. 1 Sect. 1, Gov Code 6254(c), 6254(k), Civ Code 56 et seq., Hlth & Safety Code 128675 et seq., HIPAA Pub L. 104-191, and 45 CFR Parts 160 & 164
Officials' Personal Contact / Internet	Gov Code 6254.21(f)
Official Information Privilege	Gov. Code 6254(k) and 6255 and Evid. Code 1040
Pending Litigation	Gov Code 6254(b)
Personal Contact Information	Fact Specific Balancing Test Under Gov Code 6255
Personnel Records	Gov Code 6254(c), 6254.8, 20230, and 53262(b)
Privacy Rights / Personal Information	CA Constitution, Art. 1 Sects. 1 & 3, and for a list of numerous statutory privacy protections, also see AG's website: <a href="https://oag.ca.gov/privacy/privacy-laws">https://oag.ca.gov/privacy/privacy-laws</a>
Privacy / Employees / Soc. Sec. #	Gov. Code 6254 (c) , 6254.3, and 6254.9
Public Interest / Catch-all	Gov Code 6255
Recipients of Public Services / Benefits	Welf. & Instit. Code 10850, 18909 and Gov. Code 6254(k)
Test Questions and Examination Data	Gov Code 6254(g)
Trade Secrets/Proprietary Information	Gov Code 6253.9(f), 6254(k), 6254.2, 6254.7(d), 6254.15, 6254(e), & Civ Code 3426.1 and 3426.7(c).
<b>Specific Exemptions</b>	
<b>Statutory References</b>	
Alcohol/Drug Abuse Records	Health and Safety Code 123125, Gov Code 6276.04
Applications to Carry Firearms	Gov Code 6254(u)
Architectural/Building Plans	Gov. Code 6254(k), Health & Safety Code 19851, 17 U.S.C. 101, 102, 106, and 107
Arrest Information	Gov Code 6276.04, Labor Code 432.7, 432.8
Assessor Records	Gov Code 15641, 6276.04, Rev and Tax Code 408, 408.2, 451, 481, 833
Attorney Work Product	Gov Code 6276.04, Bus & Prof Code 6202, CCP 2018.010 et seq.

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## Specific Exemptions, Continued      Statutory References, Continued

Behavioral Health Detention "5150" CEQA	Welf. & Instit. Code 5150, 5328, 5330 Deliberative Process Exemption via Gov. Code 6255
Child Abuse Reports	Pen. Code 11165.5, 1165.6, 1167.7 and 11169
Code Enforcement w/ Criml Sanctions	Gov. Code 6254(f) Code of Civ. Proc. 129
Coroner Photographs/Videos	Gov Code 6276.01, CA Constitution Art. I Sect. 28, and Penal Code 841.5(a)
Crime Victim/Witness Information	Welf. & Instit. Code 15633
Elder Abuse	Gov Code 6253.5, 6254(k), 6254.4, Elec. Code 2194, and 2CA Code of Regs. 19064
Elections	Gov. Code 6254.19, and 6253.9(f)
IT Security Records	Welf. & Instit. Code 827, 828, CA Rules of Ct. 5.552
Juvenile Records	Gov Code 6254(f) and Veh. Code 20012
Law Enforcement Investigations	Gov Code 6254(i)
Library Patron Records	Gov Code 6254(f)
License Enforcement Investigations	Gov Code 6254(f)
Native American Sacred Places	Gov Code 6254(f)
Peace Officer Personnel Records	Pen. Code 832.7 and 832.8, Evid. Code 1043 et seq., and Gov Code 6254(k)
Property, Sales/Use Taxes	Rev. & Tax Code 408.2, 7056
Physician/Patient Privilege	Gov Code 6254(k) and Evid. Code 994
Taxpayer Information	Rev. & Tax Code 7056 and 7056.5 and Gov Code 6254 (i) & (k)
Workman's Comp	Gov Code 6254(c) and (k) and Labor Code 138.7(a)
Long List, Specific Statutory Exemptns	Gov. Code 6276 et seq., incorporated by 6254 (k)

## General PRA Laws      Statutory References

10 Day Response Letter	Gov Code 6253 (c)
14 Day Extension	Gov Code 6253 (c)
Attorney Fees If Sued	Gov Code 6259(d), Code of Civ. Proc. 1021.5 and Title 11 (Div.4) CA Code of Regulations 3201
Costs	Gov Code 6253.9(b)
Inform Requestor of Exemptions	Gov Code 6253(a)
Must Help Requestor Clarify the Request	Gov Code 6253.1
Production of Electronic Records	Gov Code 6253.9 (f)
Withholding Records, Respond In Writing	Gov Code 6253 (b)
Electronic Record Production	Gov. Code 6253.9
Definition of Public Records	Gov. Code 6253 (e)
Promptly Provide Records	Gov. Code 6253.9