

WORK SESSION AGENDA

ITEM NO. NO. 8

Memo

To: Mayor & Council
From: Jamie Turley – Alternative Work Schedule Task Force
CC:
Date: 11/18/2009
Re: Alternative Work Schedules - Compressed Work Week

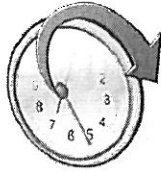
Compressed Work Week for City Hall, Cherry Building, and Chase Bank

This PowerPoint presentation is to go with the more comprehensive information that was e-mailed to Council on Friday, November 13, 2009. This will be presented on Tuesday, November 24, 2009. It will cover items such as:

- Extending hours of service, Monday through Thursday at: City Hall, Cherry Building, and the Chase Bank offices.
- Closing City Hall, Cherry Building, and the Chase Bank offices on Friday.
- Outreach that was done prior to the surveys being released, for feedback on the closures.
- Summary of the survey results.
- Compressed work week findings from other organizations.
- Options for the Council to consider.

This presentation makes no recommendations but allows the council to engage in discussion of alternative work weeks and various options should that be of interest.

The City Manager does not recommend a compressed work week unless it is associated with budget saving measures.



Alternative Work Schedules

Compressed Work Week for:
City Hall, Cherry Building, and
Chase Bank

Task Force Members:

Debbie Jo Maust, Jamie Turley, Kimberly Ott, Ladd Vagen, Rebecca Sayers, Sergio Enriquez,
Shannon Anderson, Stephanie Smith, and Tricia Almendarez

Citizen Outreach

- Commission & Outside Organization's Meetings
- Radio
- Newspaper
- Flyers at locations being affected - to encourage feedback.
- City Fest
- Xit Poll Surveys
- Paper Surveys
- Online Surveys
- E-mail address for the task force.

Overall Results – City Hall

- 123 responses – there are an average of 200-230 employees in City Hall therefore: 53.5-61.5% return rate

	<u>4-10</u>	<u>4-9's & 1-4</u>
Supportive	53	51
Neutral	18	35
Not Supportive	52	36

Overall Results – Cherry Building

- 20 responses – there are an average of 20-25 employees in the Cherry Building therefore: 80-100% return rate

	<u>4-10</u>	<u>4-9's & 1-4</u>
Supportive	9	8
Neutral	4	5
Not Supportive	7	7

Compressed Work Week Findings

We cannot gauge all the advantages and/or disadvantages that the City of Flagstaff will encounter from closing on Fridays without a pilot program. Other organizations have found:

Advantages

- Savings on Overtime
- Decrease in the use of leave time
- More productive employees
- More time with family- work-life balance easier to manage
- Has improved morale
- Improved recruitment and retention of employees
- Employees are saving money on: commuting, lunch, and child care.
- Save money in fuel costs for both employees and the employer
- Savings on Energy Costs
- Helped with Cities carbon footprint
- Hours for Citizens outside their work hours
- Improved citizen access to government with the extended hours.

Disadvantages

- Not Everyone is happy
- Long Days
- Daycare Challenges
- Missing some evening time with children
- Public transit
- Some resentment from employees that cannot work the 4-10 schedule.
- Complaints from some citizens who want the government offices five days a week.

Options

- 1.) Start a six month pilot on December 21st with a Monday – Thursday 7 AM – 6 PM schedule:
 - Option 1: Using City Hall, Cherry Building, Chase
 - Option 2: Using City Hall & Cherry Building Only
- 2.) Start a six month pilot on December 21st with a Monday through Thursday 9 hours, and Friday 4 hours schedule:
 - Option 3: Using City Hall, Cherry Building, Chase
 - Option 4: Using City Hall & Cherry Building Only
- 3.) Start a pilot with a different start date and/or a different length of time.
- 4.) Do not start a pilot.