



# CITY of HOLLYWOOD, FLORIDA

## Office of Human Resources

2600 Hollywood Blvd. • Room 206 • P.O. Box 229045 • Hollywood, Florida 33022-9045  
Phone (954) 921-3218 • www.hollywoodfl.org

Tammie L. Hechler, MPA, SPHR, IPMA-CP  
Director

August 5, 2016

Dear Employee,

As you may already know, the City is proposing to move the City's operational hours to extended service hours, through a four day, ten hours per day work week. The goal is to have the City Commission review the proposal during the August 31, 2016 Commission meeting. The proposal is being presented as a one year pilot program during which time cost savings, overall effectiveness and employee morale will be evaluated regarding the new schedule. It is hoped to move to these new extended service hours on October 1, 2016, in order to allow for sufficient time to address citizen and employee concerns that result from these changes in the work week schedule and the extended operational service hours.

In preparation, the Office of Human Resources surveyed other municipalities in the South Florida area who have implemented an extended service hours/four day work week to gain insight regarding their respective implementation processes, how they addressed citizen and employee concerns and their overall experience with this extended service hours/four day work week schedule. Human Resources then met with Department Directors to identify which facilities could operate on a four day, ten hours per day work week, and which positions could operationally move to this type of work schedule.

The City and AFSCME Local 2432 continue meeting together to gather feedback and address potential issues. In order to ensure that everyone has a chance to voice their opinion, AFSCME Local 2432 will conduct a ratification vote for all three (3) of its bargaining units on this proposed implementation of a four day, ten hours per day work week.

In addition, all employees were surveyed to gather thoughts and/or concerns with the implementation of extended service hours four day work week schedules.

The employee survey generated several questions. Below are the responses to recurring questions employees asked:

**1. When will this work schedule be implemented and is this a permanent change?**

A Resolution will be placed on the August 31, 2016 City Commission Agenda for the City Commission's consideration and approval. If approved, the work schedule change would be effective Monday, October 3, 2016. This is a one year pilot program during which time the trial experience will be evaluated.

**2. What are the City's business hours, what are the employees' work hours, what are the employee's days off and can employee select their own work schedule and day off?**

**Our Mission:** We are dedicated to providing municipal services for our diverse community in an atmosphere of cooperation, courtesy and respect.  
We do this by ensuring all who live, work and play in the City of Hollywood enjoy a high quality of life.

"An Equal Opportunity and Service Provider Agency"

The extended operational business hours proposed for the City of Hollywood are 7:00 AM – 6:00 PM, Monday – Thursday. Several buildings will be closed on Friday, these include: City Hall, City Hall Annex, City Hall Old Library, Water Treatment Plant Maintenance Shop, Parks & Recreation Administration Building, Public Works Administration Building, and the Southern Regional WWTP Building A-Administration (exception of the Laboratory) and Building B. All other buildings will remain open as they are now.

Employee work hours in the facilities which will not be open on Fridays will be Monday – Thursday during the hours of 7:00 AM – 6:00 PM, with Friday off. Employees in other facilities, who already work a four day, ten hours per day work week with different days off, will continue to do so.

In addition, although some facilities/operations cannot close one day a week, such as Police, Fire, Parks & Recreation, and Public Utilities, Department Directors have identified positions that could operationally move to the extended service hours four day, ten hours per day work week schedule. For these positions, the work start and end time, and the days off will vary to cover the operational needs.

It is envisioned that Department Directors will largely maintain a work/lunch schedule similar to what the employees have now, with flexibility for some employee accommodations on a case by case basis. For example, if an employee works 8:00 AM to 5:00 PM with one hour unpaid lunch, with the new schedule, the employee will work 7:00 AM – 6:00 PM with one hour unpaid lunch; or if the employee works 7:00 AM – 3:00 PM with a 30 minute paid lunch, with the new schedule, the employee will work 7:00 AM – 5:00 PM with a 30 minute paid lunch.

### **3. Do I have to work the four day, ten hours per day work week?**

If employees are located in one of the above referenced buildings, and are in a position identified as being able to work the four day, ten hours per day workweek schedule; then yes. These facilities will be closed on Fridays, with no lighting and limited air conditioning.

### **4. Will there be flexibility in my work schedule? I have child care issues, elderly care issues, I have a second job or I am going to school?**

The City recognizes the adjustment that this change in work schedule may cause some and wants to provide flexibility. The Office of Human Resources is developing a flexible work schedule policy which will provide the ability and procedures for employees to request different start and end work times, and different lunch schedules in order to accommodate individual employee needs, on a case by case basis. These requests must be approved by the department director in order to ensure sufficient operational coverage. Whenever possible, the request will be approved in order to accommodate individual circumstances.

Also, a telecommuting policy is being developed as an accommodation on a very limited basis to employees whose positions may qualify based on the Director's approval, on a case by case basis.

## 5. Does the City of Hollywood offer childcare?

Yes, the current aftercare programs are listed below and are for children ages 5 – 12.

### **P.R.I.D.E. Program for MLK, Washington Park, McNicol:**

- Monday –Friday 2:00 pm - 6:00 pm can be extended one hour to 7:00 pm
- \$25 Registration Fee
- \$45/ Year (Residents), \$55/Year (Non-Residents)
- \$20/Month - Transportation Fee

*Pick up locations by site:*

#### ***Washington Park: Maximum capacity is 180 children***

- Hollywood Hills Elementary
- Orangebrook Elementary
- West Hollywood Elementary
- Championship Academy

#### ***MLK: Maximum capacity is 120 children***

- Oakridge Ridge Elementary
- Avant Garde Elementary
- Bethune Elementary

#### ***McNicol: Maximum is 80 children***

- Colbert Elementary School
- Hollywood Academy of Arts and Science

### **AFTERCARE PROGRAM RUN BY SUNSHINE INC– This is at the Driftwood Community Center**

- Monday–Friday, 2:00 pm - 6:00 pm - can be extended to 7:00 pm but need a minimum of 10 additional children registered to do so.
- Elementary - \$135 per pay period (Child # 1), \$121.50 per pay period (Siblings)
- Middle - \$68.50 per pay period (Child # 1), \$61.50 per pay period (Siblings)
- \$25 Registration Fee (\$30 per family)

*Pick up locations by site:*

- Driftwood Elementary
- Driftwood Middle
- Sheridan Park Elementary
- Sheridan Hills Elementary

### **DAY CARE for children under 5 years old**

Currently the City does not offer any Day Care programs for children under the age of 5.

**6. Will there be flexibility in my lunch time?**

Yes, as an accommodation on a case by case basis by the Department Director, the employee may be approved to have a 30 minute paid lunch (where the employee does not leave their work site and is conducting business throughout their lunch), a 30 minute unpaid lunch (where the employee leaves their work site and is not conducting business throughout their lunch, or a one-hour unpaid lunch as is currently in place.

**7. Will I be allowed to take my breaks at the start or end of my shift or combine them to my lunch time?**

Remaining as is the current practice, breaks are given as a rest period during the work day to be beneficial. They are not to be used at the beginning or end of the workday. Per the AFSCME Local 2432 General Employees collective bargaining agreement, employees working a ten hour day shall receive two (2) twenty (20) minute breaks in lieu of the current (15) fifteen minute breaks for employees working an eight hour day. Remaining unchanged also, there shall be no exchanges of rest periods to compensate for tardiness, extended lunches or early departures.

**8. How will vacation/sick (deductions and accruals), overtime and holiday pay work? What happens when a holiday falls on a “day off”?**

Employees will continue to accrue vacation and sick time as currently provided for in the AFSCME Local 2432 collective bargaining agreements as well as applicable City policies. The deductions for use of vacation and sick time will be based on your work day schedule; i.e., deducting either 8 hours or 10 hours.

For employees eligible for overtime, overtime shall be paid for all work performed in excess of forty hours of work in any work week, as currently stated in the AFSCME Local 2432 General Employees collective bargaining agreement and applicable City policy.

Holiday pay will be paid according to your work day schedule, either 8 hours or 10 hours. The AFSCME Local 2432 General Employees’ collective bargaining agreement and applicable City policy currently addresses how employees are to be paid if they work the holiday regardless of the work day schedule. If the holiday falls on a Friday or Saturday (the employee’s days off), then employees working a 10 hour workday shift, will bank the holiday, similar to the birthday holiday, and can use the banked holiday within one week prior to being earned but no later than 366 days after it is earned or the employee will lose it. Holiday pay practices will not change for employees continuing to work an 8 hour workday shift.

**9. How will City operations be affected if a holiday falls on a Friday, Saturday or Sunday?**

If the holiday falls on a Friday or Saturday, the affected facilities will be closed (excluding essential services which will not close) on the holiday. If the holiday falls on a Sunday, the affected facilities will be closed on a Monday, the day after the holiday.



**10. Will this new work schedule have an effect on part-time employees' hours?**

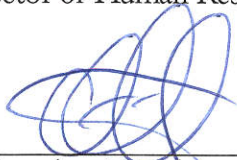
Based on the survey response of the department directors, we do not anticipate a reduction in the number of work hours per week for part-time employees. Part-employees will need to discuss any potential changes in their schedule with their supervisor. Similar to full-time employees, accommodations can be made on a case by case basis.

The response from other cities in South Florida who have implemented extended service hours four day work week schedules are overwhelmingly positive, as well as responses from our employee survey. We understand that change regarding any issue can be an adjustment. AFSCME Local 2432 and Human Resources are here and available to answer any questions that you may have. AFSCME Local 2432 has scheduled its ratification vote for Tuesday, August 16, 2016. Please see your union representatives for a copy of the contract changes. Attached for your review is a list of job positions which have been identified as not eligible operationally to move to a four ten hour a day work week.



Tammie L. Hechler

Director of Human Resources, Interim Director of Labor Relations



Christopher Cassidy

President, AFSCME Local 2432