

Expanded Service Hours 4 – Day Work Week Schedule Proposal



Research

- The City surveyed other municipalities in the South Florida area to inquire who has implemented the switch from a five day work week to an expanded service hours 4 – day work week schedule.
- We found several for which we issued Public Records Requests to gain insight regarding respective implementation processes, how citizen and employee concerns were addressed and the overall experience with providing extended service hours and a four day work week schedule.

Cities in South Florida Operating on Expanded Service Hours 4 – Day Work Week Schedule

- Broward County (4 and 5-Day Work Week)
- Coconut Creek
- Lauderdale Lakes (Formerly)
- Lauderhill
- Margate
- Miami Beach (4 and 5-Day Work Week)
- Miramar
- Pembroke Pines
- Tamarac (4 and 5-Day Work Week)
- Wellington
- West Palm Beach (4 and 5-Day Work Week)
- City of Wilton Manors

Advantages of Expanded Service Hours 4 – Day Work Week Schedule

City Perspective

- Cost savings in energy, fuel and other resources
- Reduced overtime usage and related costs
- Reduced maintenance costs for City owned vehicles
- Reduced uniform costs and uniform cleaning costs
- Better service provided to customers through extended hours
- Boost in employee morale and productivity
- Decreased sick time usage
- Competitive recruitment tool to attract top talent
- Supports “Green Initiative” or “Global Warming Initiative”

Potential Cost Savings

- It is expected realized annual savings will amount to anywhere between \$25,000 and \$250,000.
- Each Department/Office will be responsible for tracking certain metrics over the 12 month trial.
- These numbers reflect the range of cost savings realized by other South Florida entities we surveyed.
- It is expected the City will meet and potentially exceed these savings.

Advantages of Expanded Service Hours 4 – Day Work Week Schedule

Employee Perspective

- Friday's off
- Added work / life balance
- Increased overall well being
- Additional day off for Dr. appointments, running personal errands, spending time with family
- Reduce wear and tear on vehicle
- Savings on gas/less commuting
- Ability to save sick leave accrued time

Preparation

- The City surveyed its employees to inquire about their thoughts on the potential of moving to an expanded service hours 4 - day work week schedule.
- The City met with Department Directors to identify which City facilities could close on Friday and which positions could operationally move to expanded service hours 4 - day work week schedules.
- The City and AFSCME met several times to gather feedback and address potential issues.

Preparation

- Human Resources attended several employee meetings throughout the City to explain the proposal and answer any questions and troubleshoot potential issues.
- Bargaining Unit contract language was reviewed and minor changes identified.
- City policies were reviewed and minor changes were identified.
- City contracts were reviewed and minor changes were identified to accommodate the expanded service hours 4 – day work week schedule.

City Survey – Top Questions

1. When will it be implemented? Permanent change?
2. What are the hours? Days off? Can employees select their own day off?
3. What about the City's 5 day programs (i.e. summer camp)? Emergency call out situations?
4. How will vacation/sick (deductions and accruals) and overtime and holiday pay work? What happens when a holiday falls on an "off" day?
5. Will a lunch break be given? How long? Flexible schedules?
6. How will child care issues be resolved?
7. Who does it apply to? Fire? PD? Utilities? PT employees?
8. What is the real benefit to the City? Will it really save money?
9. Will my pay be affected?
10. No questions – all for it! When can we start?

City and Union Response

- The employee survey generated many positive comments about the potential of moving to an expanded service hours 4 - day work week schedule but also generated questions from the employees.
- The City and the Union sent a joint letter to employees addressing the recurring questions.
- The City met with individual departments over the course of several weeks to talk about the proposal and to address employee concerns.
- The affected AFSCME union contract articles were negotiated and the ratification vote took place on August 16.

Implementation

- For applicable City Buildings, proposed business hours are 7:00 am – 6:00 pm, Monday through Thursday.
- A one year trial period is recommended to determine the level of success which, if approved will begin October 1, 2016.
- Operations that will not be affected are:
 - Police
 - Fire
 - Public Utilities operations
 - Parks and Recreations centers
 - Beach Maintenance

Applicable City Buildings

- City Hall, Annex and Old Library
- Parks & Recreation Administration Office
- Public Works Administration Building
- Public Utilities Administration
- Utilities Wastewater Buildings A and B
- Utilities Maintenance Shop
- Visual Arts Building at Arts Park

Implementation

- Public Relations campaign the month of September to notify the public of the expanded service hours 4 – day work week schedule Monday through Thursday and Friday closure.
- During the month of September, address employee accommodation requests and finalize all affected employees work schedules.

Questions