

# Proposal: Scheduling a 4-Day Work Week in the Cooper City Finance Department

## 1. Introduction / Executive Summary

This proposal outlines the implementation of a 4-day compressed work week scheduling option within the Cooper City Finance Department. The goal is to utilize a compressed 10-hour per day schedule to enhance employee productivity, improve work-life balance, increase operational efficiency, and maintain high departmental service levels, **while ensuring departmental coverage throughout the standard Monday-Friday work week**. We believe this structure enhances employee morale and focus, leading to increased efficiency during workdays and positioning Cooper City as a forward-thinking employer.

## 2. Proposed Model: Compressed Work Week Structure (Staggered & Flexible Schedule)

- **Work Schedule:** Offer full-time Finance Department employees the option to transition from a standard five-day, 8-hour per day (40 hours/week) schedule to a four-day, 10-hour per day schedule (40 hours/week). Participation is based on operational feasibility and departmental needs.
- **Staggered Days Off & Flexibility:** To ensure the department is staffed and operational five days a week (Monday-Friday), employees opting for the 4-day schedule will generally be assigned to one of two primary schedules, with days off staggered:
  - Group A: Works Monday - Thursday (10 hours/day), typically Off Friday.
  - Group B: Works Tuesday - Friday (10 hours/day), typically Off Monday.
- **Coverage Plan for Key Functions:** Assignment to groups will be determined by the Finance Director based on operational needs, ensuring adequate coverage for critical functions each day. **Crucially, coverage for key areas will be structured as follows:**
  - Accounts Payable (AP): Maksuda and Michael Nadeau will be assigned opposite schedules (one in Group A, one in Group B) to ensure AP coverage is always available Monday through Friday.
  - Payroll: Alexis and Michael Puchades will be assigned opposite schedules to ensure Payroll coverage is always available Monday through Friday.
  - Management: Tena and Irwin will be assigned opposite schedules to ensure Management presence/coverage is always available Monday through Friday.
  - Purchasing: Victoria and Tyrone will be assigned opposite schedules to ensure Purchasing coverage is always available Monday through Friday. Tyrone is opting out of the 4 day workweek.
  - IT: Jonathan is opting out of the 4 day workweek.
  - *This pairing ensures that for these critical functions, both designated individuals are never scheduled to be off on the same day.* Employees will have the understanding that their day off may change due to operational necessity.

- **Work Hours:** Employees will work 10 hours per day on their scheduled workdays.
  - Start Time: Workdays will begin per Exhibit A
- **Departmental Availability:** The Finance Department office will remain operational and staffed Monday through Friday during core business hours, facilitated by the staggered schedules and managed flexibility.
- **Compensation and Benefits:** Employee salaries, total weekly work hours (40), and benefits (including leave accrual rates based on hours worked) will remain unchanged for employees on the 4-day schedule.
- **Focus:** The emphasis will be on maintaining or increasing overall productivity and service quality within the compressed timeframe, requiring efficient time management, clear communication, and potentially workflow adjustments.

### 3. Conclusion

In summary, this proposed 4-day work week utilizes a staggered and flexible schedule to ensure the Finance Department remains operational Monday through Friday. Key functional areas have designated coverage pairs to guarantee service continuity. The model offers employees a compressed work week and potential flexibility in their day off, balanced against the primary need for consistent departmental operations. Effective coordination between team members, particularly those on opposite schedules and within coverage pairs, will be vital. The success of this scheduling option will be monitored through standard operational management practices to ensure ongoing efficiency and service quality.