

## Proposal: Implementation of a Four-Day Flexible Work Schedule to include the City Clerk

### 1. Introduction / Executive Summary

This proposal outlines implementing a four-day flexible work schedule within the Office of the City Clerk for the City of Cooper City. This initiative intends to enhance employee efficiency, improve job satisfaction, and sustain high service standards while maintaining uninterrupted public access to Clerk services throughout the workweek. This schedule aims to support a progressive and adaptable work environment that aligns with the city's goals of employee well-being and organizational efficiency.

### 2. Proposed Flexible Work Schedule Model

Name	Title	Mon	Tue	Wed	Thu	Fri
Ruth Freeston 30 Min Lunch (2) 15 Min Breaks	Sen. Admin. Specialist		7am – 5:30	7am – 5:30	7am – 5:30	7am – 5:30
Keishla Lopez 30 Min Lunch (2) 15 Min Breaks	Admin. Specialist	7am – 5:30	7am – 5:30	7am – 5:30	7am – 5:30	
Jenna Montoya 1-hour lunch	Asst. City Clerk	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Tedra Allen 1-hour lunch	City Clerk		7am – 6pm	7am-6pm	7am – 6pm	7am – 6pm

#### Staggered Scheduling Approach:

To ensure full departmental functionality Monday through Friday, participating employees will be assigned staggered schedules:

Keishla Lopez - Works Monday through Thursday (10 hours/day), typically off on Friday.

Ruth Freeston - Works Tuesday through Friday (10 hours/day), typically off on Monday.

Jenna Montoya - Not participating in 4-day flex schedule

Manon Guifarro – Not participating in 4-day flex schedule (part-time)

Tedra Allen: Work either Friday or Monday, depending on agenda publishing week.

#### Coverage Strategy:

The Clerk's Office performs several critical functions, including passports, records management, meeting coordination, agenda preparation, public information access, election support, and customer service. Staff will be strategically paired to ensure these functions remain fully covered each day. For example:

**Public Records and Requests:** Staff responsible for managing public records will be scheduled to ensure availability each business day.

**Meeting Support and Agenda Preparation:** Personnel supporting City Commission and board meetings will have schedules aligned to meeting dates, with alternates available for continuity.

Customer Service: Front-desk and phone support will remain uninterrupted with staggered staffing.

#### Compensation and Benefits:

There will be no changes to employee compensation, benefits, or leave accrual rates as total weekly work hours will remain at 40. Any adjustments to the schedule for operational needs will be made at the discretion of the City Clerk.

#### 3. Conclusion

The four-day flexible work schedule presents an opportunity to modernize the work environment within the City Clerk's Office while preserving the high level of public service expected by the community. Through structured flexibility and careful monitoring, this initiative is poised to improve employee engagement, operational resilience, and public service delivery.