



CITY OF LAKE CITY

4 Day Employee Work Week

OVERVIEW

Open 5 days – employees 4

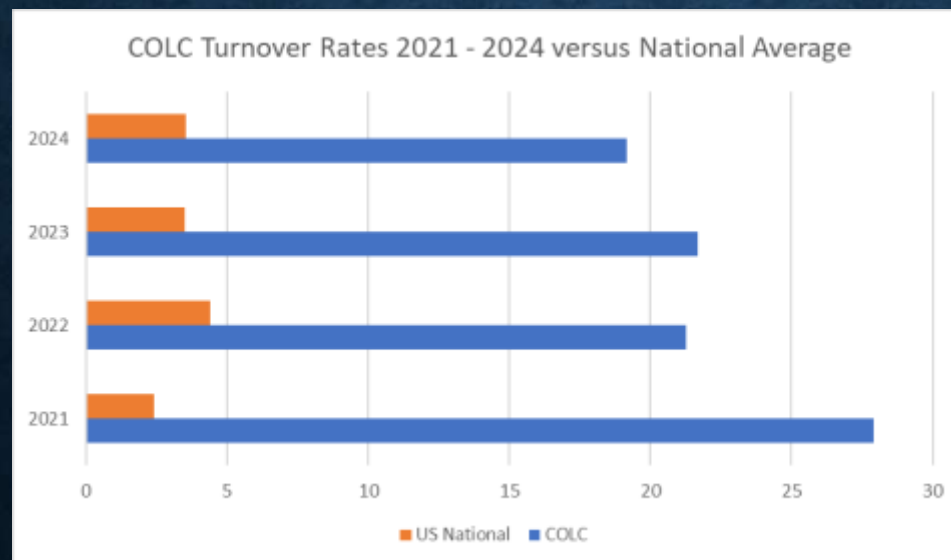
- A measure to assist in employee retention and lessen turnover
- City would remain open 5 days per week
- Business hours would be extended by 2 hours (1 hour am / 1 hour pm)
- Some employees off Mondays and some off Fridays to allow for 4 - 10 hour days
- Increased employee efficiency and less absenteeism
- Could make COLC more marketable to applicants and decrease turnover

Open 4 days

- A measure to assist in employee recruitment, retention and lessen turnover.
- City would close 1 day per week (Fridays)
- Business hours would be extended by 2 hours (1 hour am / 1 hour pm)
- All employees would be off Fridays (except Fire/PD and in the case of emergencies)
- Increased employee efficiency and less absenteeism
- Could make COLC more marketable to applicants and decrease turnover

COLC EMPLOYEE TURNOVER RATES

- Bad turnover (those who left for negative reasons) 21.67% for 2024 Fiscal Year
- Good turnover (those who left for higher paying or promotional jobs) 2%
- U.S. Bureau of Labor Statistics reports the average employee turnover rate across all industries is 3.5%
 - COLC is over 18% higher than the national average.



ADVANTAGES FOR THE CITY

4 day week – Open 5 days

- **Extended business hours = extra time for citizen access before and after normal work hours.**
- **Projects completed in a compressed time frame.**
- **Increase in productivity.**
- **Reduced employee turnover: Employees may be less likely to leave the company; therefore reducing costs.**
- **Competitive advantage for hiring: can advertise as leaders in work-life balance and flexible scheduling.**
- **Lower health care costs of employees helps keep premiums from increasing.**
- **Could reduce employee absenteeism.**

ADVANTAGES FOR THE CITY

4 day week – Open 4 days (Closed on Fridays)

- **Extended business hours = extra time for citizen access before and after normal work hours.**
- **Projects completed in a compressed time frame.**
- **Increase in productivity.**
- **Reduced employee turnover: Employees may be less likely to leave the company; therefore reducing costs.**
- **Competitive advantage for hiring: can advertise as leaders in work-life balance and flexible scheduling.**
- **Lower health care costs of employees helps keep premiums from increasing.**
- **Energy savings from climate control of unoccupied buildings**
- **Reduction in fuel costs**
- **Less wear and tear on City vehicles**
- **Less cleaning**
- **Less garbage production**

ADVANTAGES FOR EMPLOYEES

- **Improved work-life balance:** Employees can spend more time with family and on personal projects.
- **Increased productivity:** Employees may be more focused and motivated to complete tasks efficiently.
- **Better mental health:** Employees may experience less stress and better mental health.
- **Reduced commute times:** Employees may commute 20% less, which can help reduce traffic congestion and pollution.
- **Employees may have lower healthcare costs.**

ADVANTAGES FOR EMPLOYEES

continued

- **Reduction in personal expenses**
According to www.ridetowork.org, the average American would save approximately \$708.00 per year in fuel cost.
- **Other considerations include wear and tear on vehicles.**
Reducing weekly commute by 1 day.
- **More Family Time**
Time to schedule medical and other appointments.

With a 4-day work week staff will experience an increase in productivity, as they only lose that “Staging and Commuting“ time four times a week instead of five.

Increasing efficiency by reducing employee inefficiencies associated with start/end work days, breaks, and lunch periods.

Increase employee moral.

Special Projects

A Monday thru Thursday workweek would allow for Maintenance and special projects to be done on Friday when staff are off. Not disrupting staff during regular work hours

Such As:

- IT Changes and Updates
- Painting facilities
- Cleaning of Carpets
- Repairs to facilities

Disadvantages

Open 5 days / Employees 4 days

- Over time pay likely to increase
- Employees on call 3 days
- Directors not working same days as staff.
- Departments not fully staffed 2 days

Open 4 days / Closed on Fridays

- City offices not staffed on Fridays
- Employees on call 3 days

Hours of Operations

Current Hours of Operations

Monday – Friday

8:00 am - 5:00 pm

8:00 am – 4:30 pm Customer Service

Proposed Hours of Operations

Monday – Friday

7:00 am – 6:00 pm

Monday – Thursday

7:00 am – 6:00 pm

Advantage

Open outside regular business hours.

The citizens would be able to receive city services at a time convenient to them.

In Closing:

- **Extended public hours for citizen accessibility**
- **Reduction in employees expenditures**
- **Reduce employee absenteeism**
- **Reduce employee turnover and costs associated with hiring**
- **Increase in productivity**
- **Increase employer marketability**
- **Increase employee moral**
- **Savings to City**