



AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 10, 2025
MEETING DATE: June 18, 2025
TO: City Council
FROM: Cheryl Hughes, Central Services Director
SUBJECT: Approve Personnel Policy Changes

DESCRIPTION/BACKGROUND:

City Council adopted the current Personnel Policy on April 17, 2019 and last updated in October, 2025. City staff are proposing an addition to this Personnel Policy in relation to Hours of Work. The City implemented a pilot program of a 4/10 work schedule in July, 2025 for City Hall employees, not including public safety employees. The pilot program lasted for 6 months, which ended December, 2025. It has been recognized that this schedule had some challenges with office coverage. As a response, City staff explored a 9/80 schedule, which would provide solutions to the coverage challenges under the 4/10 schedule and provide flexible schedules that have positive impacts on attraction and retention of employees and will ensure services to the public continue to be provided at a high level. A 9/80 schedule means that employees on this schedule would work 9 hours per day Mon-Thurs and would have every other Friday off. On the week the employee works on their Friday on, they would then work 8 hours. Attached to this agenda report is the 9/80 schedule policy.

Please also note that the entire policy is being evaluated and updated and a revised Personnel Policy will be brought to Council for review and adoption when that large exercise is completed.

The portion of the policy being updated is:

1. Section XIV – Compensation Policies
 - a. Section XIV(F) – Hours of Work – adding #4 incorporating a 9/80 Flexible work schedule.

City Hall hours remain Monday thru Friday 8:00 am – 5:00 pm. Changes to this section ensure coverage while providing for flexible work schedules.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the changes to Section XIV – Compensation Policies adding a section for a 9/80 work schedule for City Hall employees, not including public safety employees.

ACTION:

City Council to approve changes to Section XIV – Compensation Policies adding a section for a 9/80 work schedule for City Hall employees, not including public safety employees.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Proposed Resolution
- 9/80 Work Schedule Policy