

**PROPOSED  
WORK SCHEDULE**



**Willow Park**  
TEXAS

# Goals

What does a 4-day work week accomplish?



Create equitable schedules for all staff



Improve recruitment and retention



Foster work/life balance

# Background

**The current city hall hours are M-F, 8 a.m.-12 p.m. (closed for lunch), 1 p.m.-4:30 p.m.**

- City hall staff works M-F 8 a.m.-5 p.m.
- Police administrative staff and municipal court work M-Th 8 a.m.-5 p.m. and F 8 a.m.-12 p.m.
- Fire marshals office works M-Th or T-F 7 a.m.-5 p.m.
- Public Works hours are M-F 7 a.m.-3:30 p.m.

The current schedule means only 48.5% percent of the work week is spent with all staff on duty at the same time. This has an effect on productivity and efficiency. It is also not equitable for our staff as it allows some staff to operate on a compressed schedule while others cannot.

# UNANIMOUS

Every employee polled in every department was in favor of a move to a compressed schedule and offered to make any needed adjustments to make it work.

## So how does it work?

**New City Hall hours: M-Th 7:30 a.m.-5 p.m.**

**NO CLOSURE AT LUNCH TIME**

City Hall Staff, Police Administration, and Municipal Court work M-Th 7:30 a.m.-5:30 p.m.

Fire Marshals and Public Works field staff works M-Th 7:00 a.m.-5:00 p.m.

Hours with built in lunch

Public safety will continue current operations

- Budget neutral (no cost to the city)
- Increase in customer service hours
- Increase in efficiency and productivity from more shared hours on duty
- Reduced absenteeism (appointments and errands can be scheduled on Fridays)
- Promotes work/life balance
- Increase morale and job satisfaction
- Alleviates employee stress and burnout
- Recruit and retain staff, and have a competitive advantage as an employer

# Other key points:

Keller and Forney have implemented this model to great success. Granbury runs on a hybrid schedule. Locally, both Azle and Springtown are considering a change to their schedules, and Hudson Oaks lobby is now open to the public T-Th with optional virtual days for their staff on M and F.

The trial period would run May 20-Sept 13

All statutory deadlines will be continue to be met

Administration will be available on Fridays by appointment

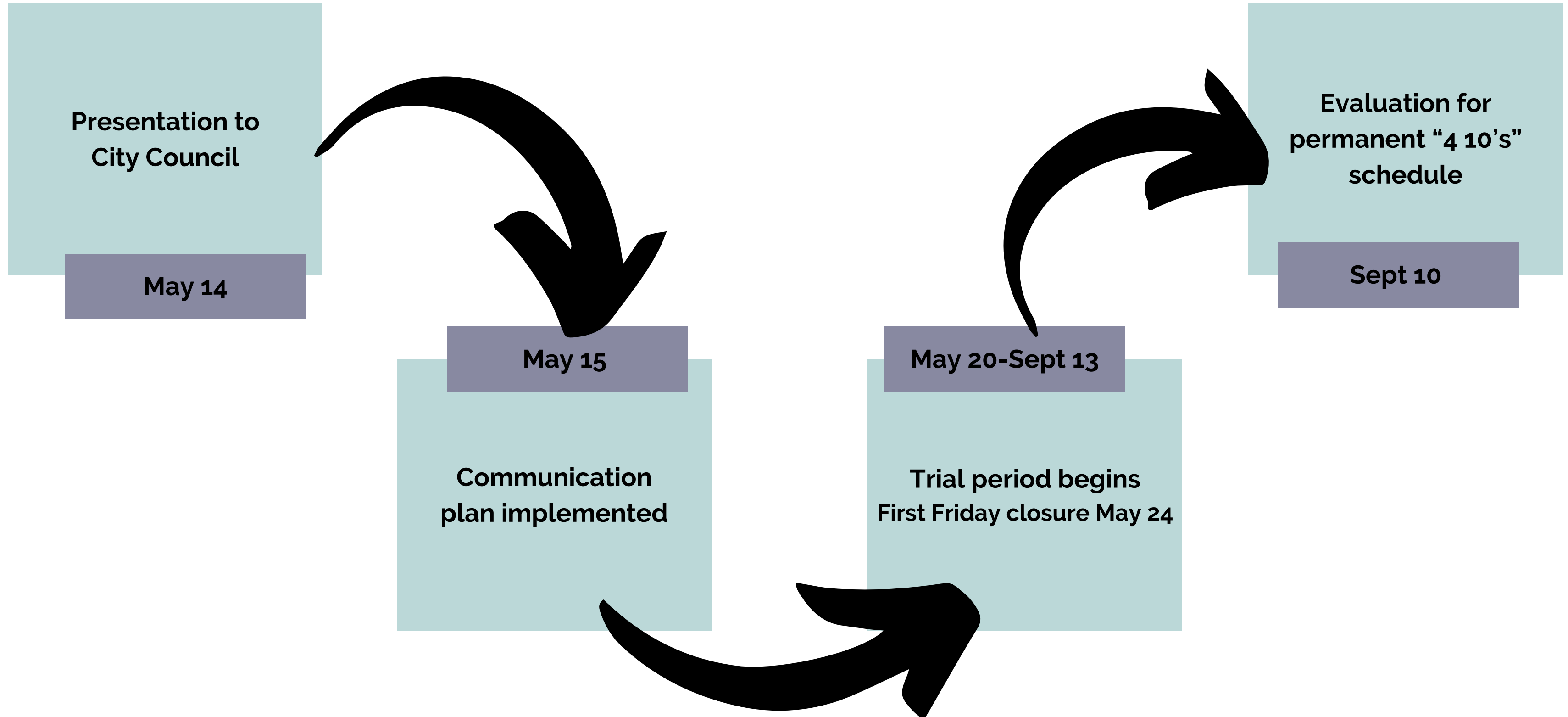




# What is the communication plan?

- Facility signage (starting immediately)
- Social media (NextDoor, Facebook, Instagram)
- Website Alert and update to Hours of Operation online
- Newsletter item
- Email blasts
- Department communication to customers

# Timeline







“Hire great people and give them  
freedom to be awesome.”

– Andrew Mason, Founder, Groupon