



August 2nd, 2023

City Council Work Meeting

Information Packet

Agenda Item #1

Discussion regarding adjusting PD wages
and implementing a wage schedule

Agenda Item #2

Discussion regarding expansion of City Hall hours of operation and Employee schedule adjustments



Request for Consideration

Flexibility to modify working schedules

GRANTSVILLE CITY

July 27, 2023

July 27, 2023

Subject: Consideration for Implementing Four Ten-Hour Shifts

Dear Council,

I am writing to propose the implementation of a four ten-hour shifts work schedule at our company. This shift arrangement aims to increase our availability to the community, enhance employee satisfaction, improve productivity, and provide numerous benefits to both the workforce and the organization.

Overview of Proposed Schedule:

Four ten-hour shifts per week, maintaining the standard forty-hour workweek with the flexibility for some to continue to work five eight-hour shifts.

- Option 1: Monday to Thursday 8am to 6pm, with Friday off.
- Option 2: Monday to Friday 8am to 6pm.

Each shift will include regular breaks and meal periods to ensure employee well-being and efficiency.

Benefits of Four Ten-Hour Shifts:

1. **Community access:** Opening our doors earlier and closing later will allow our community members better access to our services without adding staff.
2. **Increased Employee Productivity:** Longer shifts allow employees to focus on tasks without frequent interruptions, leading to enhanced concentration and productivity.
3. **Work-Life Balance:** A three-day weekend provides employees with more time to spend with their families and engage in personal activities, resulting in improved work-life balance.
4. **Reduced Commuting Costs:** By reducing the number of workdays, employees can save on commuting expenses, which can contribute to increased job satisfaction.
5. **Attracting Talent:** This flexible schedule can be a competitive advantage in attracting new talent and retaining current employees.
6. **Overtime Reduction:** Long shifts decrease the need for excessive overtime, leading to potential cost savings for the company.

Implementation Plan:

1. **Conduct Employee Survey:** Gather feedback from employees to gauge their interest in the proposed schedule and identify any concerns or preferences.
2. **Pilot Program:** Implement the four ten-hour shifts on a trial basis within a specific department or team to assess its impact on productivity and employee satisfaction.
3. **Monitor Performance:** Track key performance indicators during the pilot phase to evaluate the effectiveness of the new schedule.
4. **Address Concerns:** Address any challenges or issues that arise during the pilot program and make necessary adjustments based on employee feedback.
5. **Full Rollout:** After a successful pilot phase, gradually expand the four ten-hour shifts to other departments or teams in a structured manner.

Conclusion:

Implementing four ten-hour shifts presents an opportunity to foster a positive work environment, improve employee morale, and boost productivity. By adopting this schedule, we demonstrate our commitment to our employees' well-being and organizational growth.

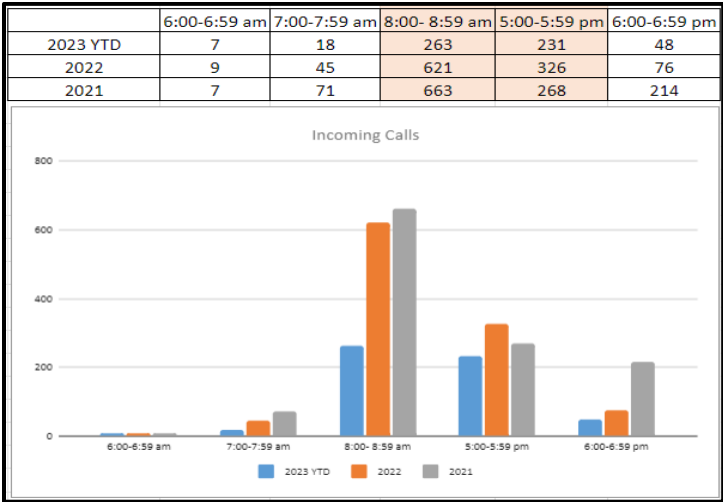
Thank you for considering this proposal. Additional information is included and I am available to discuss further details and answer any questions you may have.

Sincerely,

Heidi Jeffries

Human Resource Director / Treasurer

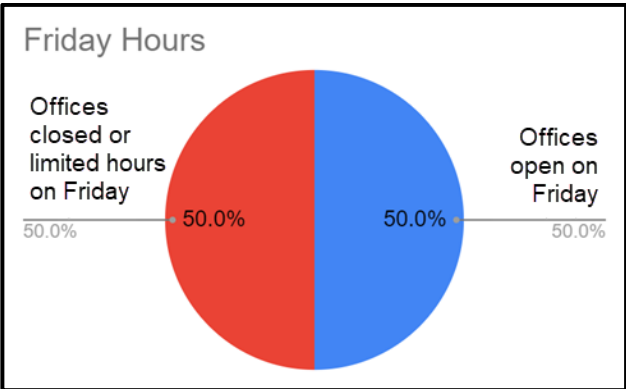
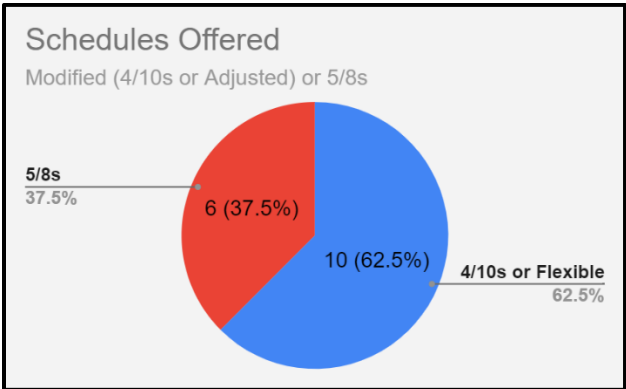
Missed calls outside of working hours



In 2023 we have missed 494 calls from our community

Extending hours will allow us to better serve the working members of our community. This also allows our team to spend more time with family.

Comparison of 16 other City's



Agenda Item #3

Adjourn