

DATE SUBMITTED 01/26/2024
 SUBMITTED BY Kristen Smith
 DATE ACTION REQUIRED 02/07/2024

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:
 1. Approve and adopt the City of Imperial 9/80 Work Schedule Policy

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:
 The City of Imperial is requesting approval and adoption of the 9/80 Work Schedule Policy for full time employees. The purpose of the 9/80 flexible work schedule is to provide flexibility to employee work schedules, improve morale, productivity, efficiency, and enhance the work environment. The 9/80 work schedule is voluntary and is an available option for employees based on departmental need and feasibility to accommodate such requests.

FISCAL IMPACT: NOT TO EXCEED
 There is no fiscal impact for this request.

FINANCE INITIALS DA

STAFF RECOMMENDATION:
 Recommendation to approve and adopt the City of Imperial 9/80 Work Schedule Policy

DEPT. INITIALS KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER'S INITIALS otm

MOTION:

SECONDED: APPROVED () REJECTED ()
 AYES: DISAPPROVED () DEFERRED ()
 NAYES:
 ABSENT: REFERRED TO:



CITY OF IMPERIAL 9/80 Work Schedule

PURPOSE

To establish a policy for granting requests to participate in the 9/80 work schedule. The purpose of the 9/80 flexible work schedule is to provide flexibility to employee work schedules, improve morale, productivity, efficiency, and enhance the work environment. The 9/80 work schedule is voluntary and is an available option for employees.

SCOPE OF APPLICATION

This policy applies to all full-time employees.

DEFINITIONS

9/80 Work Schedule: Employee works the following hours in each 2-week pay period:

- Eight 9-hour work days;
- One 8-hour work day; and
- One day off

POLICY

An employee holding the status of full-time employment with the City of Imperial may submit a request in writing to work the 9/80 schedule to their supervisor. In addition, all full-time employees will sign a Voluntary Agreement to Participate in the 9/80 Work Schedule at the time the 9/80 schedule is implemented for existing employees, or upon hire for those hired after the adoption this policy. This agreement will be placed on file with Human Resources.

The decision to grant the request is at the discretion of the Department Director, in consultation with the City Manager, and will be based on departmental need and feasibility to accommodate the request. The 9/80 work schedule is voluntary and the department reserves the right to assign and reassign employees to the 9/80 work schedules and standard work schedules at its discretion, based on departmental needs. There may be departments that are not able to accommodate requests for the 9/80 work schedule. The program may be revoked at any time. Exceptions to this policy may be made at the discretion of the City Manager.

If the 9/80 schedule is deemed appropriate for a department, specific arrangements will be determined through mutual agreement between staff and the Department Director. In the event of conflicting preferences or concerns regarding 9/80 schedule assignments, all parties involved will be encouraged to openly discuss their concerns and seek mutually agreeable solutions. If a consensus cannot be reached, seniority will be used to determine the final schedule assignments. Seniority will be calculated based on total length of service within the organization.

Work schedules will be based on a 9/80 plan under which the employee will work eight nine-hour days and one eight-hour day, with one day off, during each two-week work period. The 9/80 schedule will be based upon a calendar developed by the department. Schedules may be adjusted by the department, including weeks, which include holidays.



CITY OF IMPERIAL 9/80 Work Schedule

Requests for time off under this schedule will be marked based on the hours that the employee was schedule to work on the particular day(s) taken off. Employees are expected to report to work on their 8-hour day opposite their 9/80 day off. When requesting time off, it is the expectation that employees prioritize alternative dates whenever possible to minimize scheduling conflicts and ensure adequate staffing coverage for essential operations.

Directors reserve the right to deny requests for time off on days that are half-staff days for coverage needs. Employees with a pattern of absenteeism or who are unable to meet the expectations of the schedule may have their 9/80 schedule removed.

9/80 Bi-Weekly Work Schedule Options:

8 – Nine (9) hour days with a 30-minute lunch, **or**

8 – Nine (9) hour days with a 1-hour lunch, **and**

1 - Eight-hour day with a 1-hour lunch (falling on the workday opposite of your 9/80 day off, either working Monday or working Friday)

9/80 Day Off Options:

Non-Pay Day Monday (first Monday of the pay period)

Pay Day Friday (first Friday of the pay period)

Pay Day Monday (second Monday of the pay period)

Non-Pay Day Friday (second Friday of the Pay Period)

9/80 Rollover Due to Holidays:

For employees that have a Monday 9/80 day off, if a holiday falls on a Monday, the employee's 9/80 day off will rollover to Tuesday following the holiday.

For employees that have a Friday 9/80 day off, if a holiday falls on a Friday, the employee's 9/80 day off will rollover to Monday following the holiday.

RELATED FORMS AND DOCUMENTS

Voluntary Agreement to Participate in the 9/80 Work Schedule form

Teamsters Memorandum of Understanding - Section 5, Holiday Pay



CITY OF IMPERIAL

**VOLUNTARY AGREEMENT
TO PARTICIPATE IN
A 9/80 WORK SCHEDULE**

I have read the City of Imperial's 9/80 Work Schedule Policy, and understand that I am eligible to apply for the 9/80 work schedule. I understand that my work schedule will be based on a 9/80 plan under which I will work eight nine-hour days and one eight-hour day, with one day off, during each two-week work period. The 9/80 schedule will be based upon a calendar developed by the Department and that some Departments may not be able to accommodate requests for the 9/80 work schedule. Schedules may be adjusted by the Department, including weeks, which include holidays.

I understand that if I take time off under this schedule, time off will be marked based on the hours that were to be worked on the particular day(s) taken off. I acknowledge that it is my responsibility to arrange my personal schedule to accommodate the revised work schedule.

I recognize that the purpose of the 9/80 flexible work schedule is to provide flexibility to employee work schedules, improve morale, productivity, efficiency, and enhance the work environment. I understand that the 9/80 work schedule is voluntary. I also understand that the Department reserves the right to assign and reassign employees to the 9/80 work schedules and standard work schedules at its discretion, based on Department needs.

I understand that the 9/80 work schedule is a privilege, not a right and that employees who are unable to meet the expectations of the schedule as outlined in the 9/80 Work Schedule Policy may have their 9/80 schedule removed.

Employee Signature

Department

Print Name

Date