



# **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

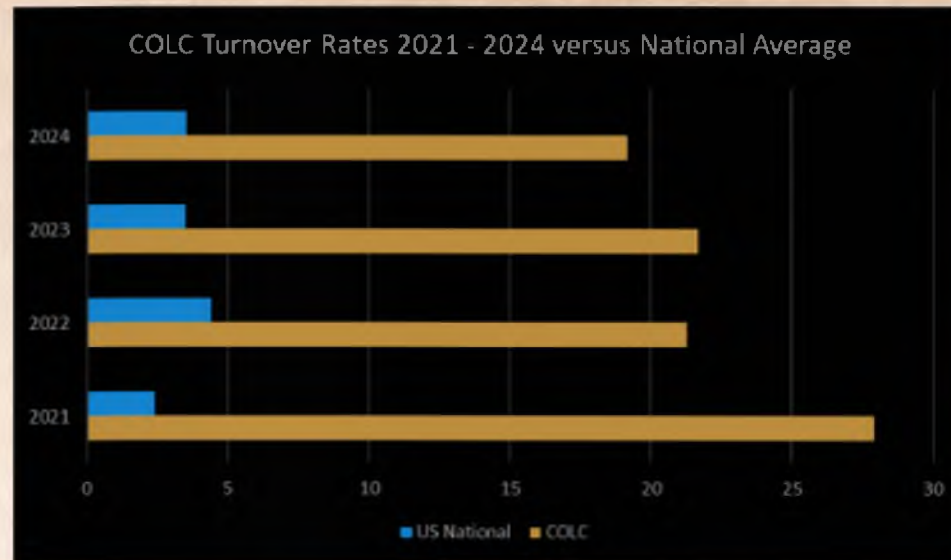
## Open 4 days

- 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](http://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**