



Early Closure and Alternative Work Schedules

December 2, 2025
City Manager's Office

ID 25-2041



Background

The Case for Change



Working Group

Cross Functional Collaboration

- Subcommittees
 - Policy
 - Service Delivery
 - Operations
 - Communications
- Evaluated existing policies and procedures
- Conducted internal and external surveys

Name	Title	Department
Aimée Kaslik	Chief Strategic Officer	Strategic Services
Allison Wing	Administration Manager	Parks and Recreation
Antonio Puente	General Manager	Denton Municipal Electric
Billy Matthews	DTV Manager	Marketing and Communications
Cassey Ogden	Deputy City Manager	City Manager's Office
Christine Taylor	Assistant City Manager	City Manager's Office
Cindy Hartman	Payroll Supervisor	Finance
Dale House	Support Services Manager	Technology Services
Frank Dixon	Assistant City Manager	City Manager's Office
Jamie Lindsay	Court Administrator	Municipal Court
Jasmine Partida	Open Records Coordinator	City Secretary's Office
Jesse Kent	Director	Community Services
Justin Stackhouse	Administrative Analyst	Development Services
Kayla Herrod	Deputy Director	Marketing and Communications
Marcella Lunn	First Assistant City Attorney	City Attorney's Office
Megan Gilbreath	Director	Human Resources
Nicole Brasher	Administration Manager	Fleet and Facilities
Scott McDonald	(Former) Director	Development Services
Terrance Jones	Grants Program Manager	Finance

Early Closure

Focused Time for Strategic Work

- Public-facing hours reduced from 45 → 40 per week
- Administrative offices closing to the public at noon on Fridays:
 - City Hall, 215 E McKinney Street
 - City Hall East, 601 E Hickory Street
 - Development Services Center 401 N Elm Street
 - Service Center, 901 Texas Street
 - Facilities Management, 869 Woodrow Lane
 - Environmental Services, 1001 Mayhill Road
 - Central Fire Station (Administrative Offices), 332 E Hickory Street
- More time for collaboration, innovation, and focused work
- Public-facing facilities excluded from early closure:
 - Recreation Centers
 - Animal Services
 - Libraries
 - Water Lab
 - Landfill
 - Central Fire Station Museum (self-guided)
 - Public Safety/Utilities (24 hr. Operational Staff)

Alternative Work Schedules

Expanding Flexibility Across Departments

- Standard framework citywide
- Based on operational drivers
 - Job Requirements
 - Coverage Optimization
 - Fiscal Responsibility
 - Employee Wellbeing
- Directors retain operational control
- Options:
 - Compressed Work Weeks
 - Staggered Hours
 - Flexible Start/End Times
 - Remote Work

Alternative Work Schedules

Expanding Flexibility Across Departments

	Traditional 5-Day Work Week	Four 10-Hour Shifts	4.5 Day Work Week	9/80 Schedule <i>Exempt Employees Only</i>
Work Schedule	Five 8-hour workdays	Four 10-hour workdays	Four 9-hour workdays, One 4-hour workday	80 hours across nine workdays per two-week pay period
Remote Work	Up to 2 days per week	Up to 1 day per week	Up to 1 day per week	Up to 2 days per pay period

- Operating Principle: Departments must ensure five-day operational coverage is maintained based on business necessity.

Alternative Work Schedules

Prerequisites for Participation

- Service Level Agreements
- Telecommuting Agreements
- Mandatory Training

Next Steps

Implementing Pilot Program

Monitor Effectiveness	Duration	Objective	Key Actions
	Oct – Dec 2025	Finalize governance, policy, and communications.	- Finalize internal/external communications - Hold information sessions. - Update policies/directives, establish SLAs, and finalize program documents. - Hold a Council Work Session. - Develop organizational training and roll-out schedule.
	Jan 2026	Launch closure of administrative offices at noon on Fridays.	Implement new hours for the public.
	Jan – Mar 2026	Implement approved alternative work schedules for eligible staff.	- Conduct organizational training. - Schedule department rollout.
	Apr 2027	Evaluate pilot program data to make a recommendation.	- Report on metrics of success. - Make recommendation to City Manager and Council.

Questions