



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

DCM: Cassey Ogden

DATE: December 16, 2025

SUBJECT

Consider approval of a resolution of the City of Denton granting authority to the City Manager, the Alternate Work Week Committee and the Alternate Work Week Handbook Subcommittee to govern the implementation and administration of the 12-month Alternate Work Week Pilot Program and authorizing temporary override of conflicting personnel policies for the duration of the pilot program; and establishing an effective date.

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Pursue Organizational Excellence and Collaborative and Respectful Leadership.

BACKGROUND

The purpose of this item is to obtain City Council approval of temporary policy overrides and delegated administrative authority necessary to implement the City's 12-month Alternate Work Week Pilot Program. In 2025, City Council approved a pilot for a 4.5-day work week for Administrative Offices, allowing eligible departments to adopt modified work schedules and close to the public at noon on Fridays. To administer the pilot, the Alternate Work Week Committee is developing an Alternate Work Week Handbook that will establish program guidelines, scheduling parameters, and departmental expectations.

To ensure the pilot can be conducted effectively, specific provisions within several existing personnel and administrative policies must be temporarily superseded by the Handbook for participating departments. These limited overrides will enable the City to test alternate scheduling models while maintaining continuity of operations and compliance with service level requirements. Approval of this item also grants the City Manager, the Alternate Work Week Committee, and the Handbook subcommittee the authority to interpret and adjust Handbook provisions as needed throughout the pilot.

This action provides the flexibility required to evaluate the feasibility and operational impacts of alternate work schedules while maintaining appropriate oversight and ensuring that core services remain accessible to the community.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Alternate Work Week, Work Session Presentation

Exhibit 3 – Policy Overrides Memo

Exhibit 4 - Resolution

Respectfully submitted:

Megan Gilbreath

Director of Human Resources