



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

---

## AGENDA INFORMATION SHEET

**DEPARTMENT:** City Manager's Office

**ACM:** Christine Taylor

**DATE:** December 2, 2025

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the proposed early closure and alternatives work schedules pilot program.

### **STRATEGIC ALIGNMENT**

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

### **BACKGROUND**

In response to employee feedback and evolving workplace trends, the City is proposing a 12-month pilot program to implement early closure of city facilities at noon on Fridays and introduce standardized alternative work schedules. This initiative supports Council's goal of making Denton an employer of choice by promoting employee well-being while maintaining high-quality public service.

The proposal builds on lessons learned during the COVID-19 pandemic and the City's 2023 adoption of a hybrid work policy. Results from the 2024 Employee Survey highlighted a strong desire for greater flexibility in work schedules. In alignment with this, the City Manager's Office introduced the concept of a 4.5-day workweek during the 2025 City Council Budget Workshop.

A cross-functional committee developed a comprehensive proposal, expanding on the original concept of a 4.5-day workweek, after evaluating internal operations, surveying department directors, and researching best practices from other municipalities. The resulting pilot includes:

- Shift in public-facing hours from 45 to 40 hours per week
- Flexible scheduling options such as 4/10s, 4.5-day weeks, 9/80s, staggered hours, and continued remote work while continuing to offer a traditional work week
- Department-level discretion to select schedules that meet operational needs
- Operational safeguards to ensure service continuity, budget neutrality, and employee support

The pilot is scheduled to begin January 2 with the noon closure of administrative offices, with full implementation of flexible schedules by March 1. A robust communications plan will inform the public, and departments will finalize service level agreements and telecommute arrangements. The City will monitor key metrics throughout the pilot and present findings and recommendations to Council at its conclusion.

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

August 9, 2025: City Council Budget Workshop Discussion

**EXHIBITS**

Exhibit 1: Agenda Information Sheet

Exhibit 2: Presentation

Respectfully submitted:  
Aimée Kaslik  
Chief Strategic Officer