



## **MEMORANDUM**

**DATE:** December 16, 2025  
**TO:** Mayor and City Council  
**FROM:** **Alternate Work Week Committee**  
**SUBJECT:** Policy Overrides Required for 12-Month Alternate Work Week Pilot Program

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### **Background**

In 2025, the City Manager's Office presented a proposal to the City Council during the Budget Workshop regarding a pilot program for a 4.5-day work week for Administrative Offices, tentatively scheduled to begin in October 2025.

The Alternate Work Week Committee developed a proposal, which was submitted to the City Manager on November 3, 2025, and subsequently approved.

The proposal was then presented to the City Council on December 2, 2025, where it received approval to proceed. As part of the pilot, Administrative Offices will close to the public at noon on Fridays, and eligible departments will implement defined alternate work schedules as operational needs allow.

To support the pilot, the Alternate Work Week Committee will develop an Alternate Work Week Handbook, which outlines the applicable guidelines, schedules, and expectations. The Handbook will be used in conjunction with the Alternate Work Week Agreement and Service Level Agreements established by departments and overseen by the Committee.

This memo outlines the temporary policy overrides necessary to administer the City's 12-month Alternate Work Week Pilot Program. These overrides are designed to provide flexibility for participating departments to test modified work schedules while maintaining continuity of operations.

### **OUR CORE VALUES**

Inclusion • Collaboration • Quality Service • Strategic Focus • Fiscal Responsibility

## **Policy Areas Temporarily Overridden During the Pilot**

For the duration of the pilot, and only for participating departments, the following policies (or specific provisions within each policy) will be temporarily superseded by the Alternate Work Week Handbook to allow greater scheduling flexibility:

- Policy 103.01 – Categories of Employment
- Policy 103.02 – Telecommuting
- Policy 106.01 – Procedures for Receiving Pay
- Policy 106.06 – Response Time and On-Call Duty
- Policy 107.02 – Holidays
- Policy 107.03 – Vacation
- Policy 108.02 – Meal/Break Times
- Policy 110.02 – Hours of Work/Flextime
- Policy 500.06 – Use of City Facilities and Meeting Rooms
- Policy 504.01 – Responding to Citizen Requests for City Documents

These policies remain unchanged and fully applicable to all non-participating departments with the exception of Personal Holiday usage contained in Policy 107.02 as revised by the Alternate Work Week Handbook which will be applicable to all City employees.

## **Authority to Administer Overrides**

City Council approval of this delegated authority to prepare the Alternate Work Week Handbook (the “Handbook”) would also grant City Manager, the Alternate Work Week Committee, and the Handbook subcommittee the authority to interpret, adjust, or temporarily modify the Handbook as needed throughout the pilot to ensure operational effectiveness, compliance, and consistency across participating departments.

These temporary overrides will allow the City to test alternate work schedules without conflicting with existing policy language, while maintaining a controlled structure for oversight and adjustment. The changes to the policies are limited to the updates needed to accommodate the longer work days in the proposed alternative work schedules.