



TOWN OF DEWEY-HUMBOLDT ADMINISTRATIVE REGULATION

AR № 17-02

Subject: *Office Hours and Non-Traditional Work Schedule*

**Council Approval Date: August 1, 2017.
Amendment Effective: December 17, 2024**

1. **Scope:** This policy applies to non-contract full-time employees in all Town programs, agencies, and authorities except the Court.
2. **Purpose.** This policy repeals Administrative Regulation 08-03 Flexible Work Scheduling and its amendments.
3. **Definitions.** For purposes of this Policy, the following words and phrases shall have the meanings set forth below:

Traditional Office Hours: Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays on which Town offices are closed.

Traditional Work Schedule: Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding paid holidays with one (1) hour off during each workday.

Non-Traditional Work Schedule: Any full-time employee work schedule that is not a Traditional Work Schedule.

Workweek: Forty (40) hours during any seven-day period.

Compressed Work Schedule: A work schedule in which the total number of work hours are conducted in less than five workdays, i.e., four (4) 10-hour workdays per week.

Staggered Work Schedule: Employees are divided into two or more groups in order to provide full coverage while the Town's office is open. Staggered works schedule does not alter the total number of hours worked in a workweek. Typically, it means - Group I: Monday through Thursday 8:00 a.m. to 6:00 p.m. and Group II: Tuesday through Friday 8:00 a.m. to 6:00 p.m.; or Group I: Monday through Friday 8:00 a.m. to 4:00 p.m. and Group II: Monday through Friday 10:00 a.m. through 6:00 p.m.

4. **Background:**

The Town recognizes that its primary focus is customer service. Being that the Town of Dewey-Humboldt is a small country Town with limited staff, Town staff propose that the Town work the Compressed Work Schedule. This allows the full staff to work together on four (4) 10-hour workdays per week. Town staff propose that the Town offices be open 8:00 a.m. to 6:00 p.m. Monday through Thursday, excluding holidays.

Studies have shown that a Compressed Work Schedule has many benefits for an organization and its employees. The Town recognizes the benefits and wishes to attract and retain talented employees, lead our employees to seek work-life balance and become the employer of choice in the region. A Compressed Work Schedule is desirable and preferred for Town staff.

5. Policy:

Considering the needs of the team and the customer, the Town has decided to implement a Compressed Work Schedule within a workweek. With the Council's approval, the Town Manager has implemented the following:

- 5.1.** Town office hours will be 8:00 a.m. to 6:00 p.m., Monday through Thursday, excluding holidays.
- 5.2.** Full-time employees will be on a Compressed Work Schedule within the following parameters:
 - a.** A Compressed Work Schedule may only be implemented as approved by the Town Manager based upon the needs of the organization without compromising the level of service.
 - b.** A Compressed Work Schedule may not result in a shortage of staff on duty wherein there are fewer than two (2) staff members in the office during office hours from 8:00 am to 6:00 pm.
 - c.** Employees on a Compressed Work Schedule remain subject to all Town policies regarding attendance, hours of work, holidays, and various forms of leave.
 - d.** Two (2) rest periods of fifteen (15) minutes each will be provided for all employees. Break times will be scheduled and monitored by the Supervisors.
 - e.** Employees can lunch at their desk so long as consuming food at desk does not negatively impact work. The immediate supervisor is responsible for monitoring an employee's performance and productivity when an employee eats at a desk or worksite.
 - f.** Each observed holiday and sick day are calculated at the rate of ten (10) hours per day off.
- 5.3.** The Compressed Work Schedule with office hours of 8:00 a.m. to 6:00 p.m., Monday through Thursday, excluding holidays, is subject to ongoing review and may be revised or terminated at any time by the Town Manager or the Town Council.
- 5.4.** In the case of a conflict between this policy and a written agreement or legal requirement, the written agreement or legal requirement shall prevail.

TOWN MANAGER APPROVAL

Initial: 

Notes: _____