

Memorandum

Date: June 19, 2015

To: Russ Axelrod, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *CJ*

Subject: City Hall and Council Schedule

Alternative Schedule for the City of West Linn

Ever since Clackamas County and Tigard both initiated 4 day 10-hour work weeks several years ago, I have been asked about altering the West Linn work week. I have not been inclined to do so because I have always been concerned about staff productivity in a 10 hour work day.

However, recently I have been exploring alternate work schedules and believe that a 9 day/80 hour bi-weekly schedule is worthy of exploring for the following reasons:

- 1) City Hall does not receive many customers on Fridays, so closing the building every other Friday should not cause much concern among our customers.
- 2) City Hall hours would be extended by one hour every day we are open. This may be beneficial to our customers who want our services before or after normal (8-5:00) work hours.
- 3) In some of our departments (for example, Public Works), productivity should increase because there would be less need to mobilize and de-mobilize at a job site.
- 4) Younger workers tend to be very concerned about work/life balance. This type of work schedule is likely to be very attractive to younger generations of workers.
- 5) It's our understanding that less time during the week is used by employees for doctor appointments and other personal meetings. Most staff will schedule those for the Friday when the office is closed.
- 6) Because it would be attractive to employees (and future employees), it would likely be a critical factor in recruiting and retaining the very best employees -- a primary goal of any city manager.

Under this type of work schedule, City Hall and Public Works would have extended open hours -- either 7:30-5:30 or 8:00-6:00; and both buildings would be closed every other Friday. (The Library and Police would not be affected by this.)

This practice is very common in numerous west coast cities so we would not be breaking new ground, or even be "on the cutting edge." However, it would be different for West Linn and our citizens and customers may take a while to adapt, but staff does not believe this would cause a significant hardship.

I have asked Human Resources Manager Elissa Preston to begin discussing this change with employees and union representatives so that we can identify any significant issues with such a change. If we determine it is possible to change the schedule, I will probably only undertake it as a pilot project for one year. We would evaluate the success of the project at that time and determine if we would move forward permanently.

Please let me know if you have any questions or concerns.

Council Schedule

Tentatively, the Council's schedule is as follows:

July 13 -- Special Meeting (Land Use Hearing) and Work Session

July 20 -- Regular Meeting

August 3 -- Work Session

August 10 -- Regular Meeting

August 11 - September 14 -- No meetings scheduled