

**CITY OF GAUTIER
MEMORANDUM**

To: City Council
From: Paula Yancey, City Manager
Date: September 12, 2016
Subject: Authority for the City Manager to institute Flex-Time Scheduling

REQUEST:

It is requested that the City Council authorize the City Manager to institute flex time scheduling in order for administrative (2080) employees to flex their hours to have Friday afternoons off at noon while maintaining a small staff of employees on site until 5:00 pm on Fridays.

DISCUSSION:

The City Manager would like council authorization to allow city management to flex their employees' hours in order for employees to be off from work at noon on Fridays. The City Hall building will remain open for business from 8:00 am – 5:00 pm Monday thru Friday. A small staff of employees will remain on hand from 12:00 pm – 5:00 pm every Friday in order to continue providing services to citizens. Administrative employees will rotate regularly each Friday to ensure that all affected employees receive the equal benefit of Friday afternoons worked and off.

Department heads will closely monitor the hours of their staff to ensure that administrative employees obtain the required 40 hours per week and do not accumulate unnecessary overtime. The City Manager will oversee this flex time scheduling and will make the necessary staffing adjustments to ensure that city hall is properly staffed and that there is no decrease in city services.

CONCLUSION

Allowing employees off at noon on Friday will increase employee morale and is a zero cost benefit to the City of Gautier administrative workforce. City Hall hours will continue to be 8:00 am – 5:00 pm Monday thru Friday. The City Manager recommends the requested authorization.

ATTACHMENTS:

None