

**CITY OF BOYNTON BEACH, FLORIDA
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 Personnel Policies

Policy No. 06.09.03

SECTION: 09 Hours of Work

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SUBJECT: 03 Compressed Work Week

PURPOSE:

This policy establishes a compressed work week schedule for full-time employees. Following implementation, employees may work the following hours:

1. Four (4), ten (10) hour days or
2. Four (4), nine and one half (9.5) hour days or
3. Four (4), nine (9) hour days or
4. Three (3), twelve (12) hour days and one (1) four (4) hour day.

The compressed work week will reduce traffic congestion by enabling employees to travel during off-peak hours, improve the green effect by reducing the City's carbon footprint, reduce energy costs by closing City facilities on Fridays and improve public accessibility to City services by extending City Hall hours on Monday through Thursday.

PROCEDURE:

1. Effective June 8, 2009, City Hall, including the West Wing, will shift to a four (4) day schedule, Monday through Thursday and will be closed for public business on Fridays. Business hours will be from 7:00 A.M. to 6:00 P.M. Employees who work at City Hall and in the West Wing will work a compressed work week. Public Safety employees will work as scheduled by their Department Heads.
2. In other departments the Department Director, with the concurrence of the City Manager will determine if his/her Department/Division will participate in the program.
3. It is not the intent of this policy to have exempt managerial employees document each and every hour that they work. Management may require documentation of work schedules for the purpose of monitoring productivity.
4. An employee's lunch break may vary from thirty (30) minutes to one (1) hour at the Department Director's discretion with a corresponding extension or reduction of the employee's start or end time.
5. An employee, who works the compressed work week schedule and takes vacation or sick time, will have accrued leave time hours deducted from his/her leave bank based on the work hours established for his/her workweek. For example, if an employee's normally scheduled work hours on Monday are ten (10) hours and he/she takes a vacation day on Monday, his/her vacation leave bank will be charged for ten (10) hours.
6. When a City designated holiday falls on Monday, Tuesday, Wednesday or Thursday and the City is closed, employees will be paid eight (8) hours of holiday pay. An employee may receive ten (10) hours of pay by applying two (2) hours of vacation leave, or non-exempt employees may use two (2) hours of compensatory time. Employees may also elect to take two (2) hours of excused unpaid time on a holiday.
7. A holiday that falls on Friday, Saturday or Sunday will be treated as a floating holiday; eight (8) hours will be added to the employee's vacation leave bank
8. Employees may request in writing to reduce their work week to 36 or 38 hours with a reduction in pay. Holiday hours, vacation leave and sick leave will also be adjusted accordingly. The signed written request must be attached to an Employee Activity Report (EAR) (Exhibit A) approved by the Department Director, Human Resources and the City Manager. Hours may be adjusted quarterly or seasonally.

9. Continuation of the compressed work week schedule will be determined by the City Commission pursuant to feedback from the City Manager after evaluation of employee responsiveness, ease of implementation, operational effects, cost savings, and the quality and quantity of service provided to the citizens.
10. Any provisions of the collective bargaining agreements take priority over the provisions contained herein including but not limited to holidays, vacation and sick leave.

EFFECTIVE DATE: June 8, 2009 (Commission Approved April 21, 2009)

Kurt Bressner

Kurt Bressner
City Manager

EMPLOYEE ACTIVITY REPORT

EXHIBIT A

City Of Boynton Beach

Name: _____ Employee : _____
Department: _____ Division: _____
Account #: _____ Date: _____

EMPLOYMENT REQUISITION Department will share advertising costs: Yes No

Requestor _____ Effective Date: _____
Job Title: _____ Job #: _____
 Contract Part time Seasonal Shift: _____
Days/Hours: _____
 Full time Temporary

Pay Grade: _____ Salary: _____ Hourly: _____ Annually: _____

Replacement for: Name _____ Reason/ Date _____ Internal Applicants Only: Yes No

State Preferences Not Included in the Job Description: _____

Dept. Director: _____ Date: _____ City Manager: _____ Date: _____

Attach justification for this request and forward to Human Resource Director.

NEW HIRE **ADDRESS / PHONE / NAME CHANGE** Emergency Event Designation Code: _____

Address: _____ Effective Date: _____ Location: _____
City/State/Zip: _____ Phone #: _____

EMPLOYEE ACTIVITY *Attach Documentation* ^{*(Explain in comments section)} **SELECT ONE**

Transfer* Promotion Administrative Leave* FMLA Leave
 Reclassification Demotion* Temporary Assignment* (% Change) Pre-Determination Hearing
 Cell Phone Allowance Amount\$ _____ Performance Evaluation or Merit Increase

Effective Date: _____ Location: _____

Scheduled Hours: _____ From: _____ To: _____ Dates*: _____

From Dept. # _____ Dept. Name _____
To Dept. # _____ Dept. Name _____

From Job#: _____ Job Name _____
To Job #- _____ Job Name _____

From Pay Grade: _____ To Pay Grade: _____

SALARY CHANGE: From: _____ To: _____ Hourly: _____ Annually: _____

COMMENTS: Justification for action or additional information: _____

RETIREMENT **RESIGNATION** (Attach Resignation Letter) **TERMINATION** *Attach Documentation*

Last Day: _____ Effective Date: _____ Reason: _____

Human Resources Use Only

Birth Date _____ EEO _____ COBRA _____ TERM _____

Department Head Date Human Resources Date

City Manager Date Employee Date