

Watertown City Council

April 25, 2023

Agenda Item: Summer Hours**Request for Action: Motion to Approve the Summer Hours Schedule at City Hall****Department: Jake Foster, City Administrator****Background:**

Staff has requested that City Council consider the implementation of a new “summer hours” schedule for City Hall. The proposed hours of operation are 7:00 AM to 5:00 PM, Monday through Thursday. These hours are being proposed to go into effect May 1 and continue through September until October 1. These are the same hours that were implemented during the COVID pandemic in 2020 and 2021.

The City of Watertown has previously implemented “summer hours.” The hours of availability were similar to the current City Hall hours. However, the staff coverage for these hours was based on rotating schedules and was cumbersome for employees.

There are several cities who observe summer hours, or have been successful with a 4-day work week (e.g. Excelsior – 7:00 AM to 5:00 PM M-TH, Bayport – 7:30 AM to 5:30 PM, M-TH)

Staff views the implementation of these summer hours as a way to support work-life balance, and something that could be used as a recruitment and retention tool. Public Works staff are also currently observing a rotating four (4) ten (10) hour workday schedule.

Budget Impact:

None

Funding Source:

N/A

Motion:*“I move to approve the summer hours schedule at City Hall.”***Attachments:**

None