

South Bay Cities Council of Governments

May 14, 2018

TO: SBCCOG Steering Committee

FROM: Kim Fuentes, SBCCOG Deputy Executive Director

SUBJECT: Compressed Work Week Schedule & Holiday Week Vacation

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND

Compressed Work Week: The South Bay Cities Council of Governments' (SBCCOG) office located at the South Bay Environmental Services Center is open Monday – Friday from 8:00 A.M. – 5:00 P.M. A group of core employees are always scheduled to work at this location while various staff also either attend meetings and events off-site or work remotely. SBCCOG staff currently work a 5/40 work schedule (40 hours over a 5-day work week) which contrasts with most of our member cities work schedules. All but one makes available either of the following work schedules for their City Hall-based staff:

- 9/80 – An employee works eight 9-hour days and one 8-hour day in a two-week period with one day off every other week that corresponds with the 8-hour day.
- 4/40 (some time called 4/10) – An employee works the required 40-hour minimum work week in four 10-hour days between Monday and Friday.

Some South Bay cities close City Hall on Fridays or every other one, while others stay open with a “skeleton” crew operated with alternating staff.

Improvement in work efficiency and staff retention paired with reductions in municipal building energy use as well as the commuter's ecological footprint are among some of the positive impacts that a compressed work week scheduling provides.

Holiday Week Vacation: In addition to compressed work weeks, some cities provide holiday week vacations at the end of December. This time of year is usually a slow period and often employees at member cities and partner organizations take time off which can make it difficult to complete collaborative work. Currently, the SBCCOG does not have a Holiday Week benefit; however, one of the SBCCOG's holidays does typically fall during the last week of December. If the SBCCOG was to add this benefit, it is estimated that the cost would be approximately \$9,142 - \$11,427 based on 10 employees. This cost would not require any cash outlay and would not impact the budget as the employees are funded through grants.

Current Benefits: The SBCCOG has a fairly lean benefits package. The current employee benefit packet includes the following:

- Health: SBCCOG contributes \$500 per month to health benefits. Employees may choose type of health care plan, dental, and vision from a select group offered. Any funds remaining are invested in a retirement savings account; however, most employees must use all of this contribution to cover their health costs. The SBCCOG has no other retirement benefit.
- Vacation Leave: 13 days for first year; 14 for second year increasing one day per year up to a maximum of 24 days plus one floating holiday.
- Sick Time: 8 hours per month
- Holidays: 11 days per year (mostly national holidays listed below)

CHANGES TO BE INSTITUTED

In an effort to improve employee benefits while being mindful of budget constraints, the SBCCOG staff will be transitioning to a 9/80 work schedule effective May 16, 2018. The scheduling decision aligns SBCCOG’s practices with many of its member cities and embraces the energy efficiency ethos of the Environmental Services Center, seeking to further lead by example. SBCCOG’s office will continue to remain open Monday – Friday from 8:00 A.M. – 5:00 P.M. To ensure there is adequate coverage in the office, staff will be separated into “A” and “B” shifts working alternate Fridays, which tends to be the least busy day of the week in terms of activity (e.g. meetings, phone calls, visitors, etc.). Considering SBCCOG’s fiscal limitations in providing benefits, this compressed work week schedule doubles as a benefit for all staff, particularly those who face lengthy commutes and are unable to telecommute.

In addition, the added Holiday Week Vacation will be added to the time off for employees. This additional time will allow the SBCCOG to provide a benefit to employees with no additional cash outlay and help the organization to be more competitive in retaining employees.

Holiday observance dates for July 2018 to June 2019:

Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
*Veterans’ Day	Monday, November 12, 2018 (observed)
Thanksgiving Day	Thursday, November 22, 2018
Day after Thanksgiving	Friday, November 23, 2018
Christmas Eve	Monday, December 24, 2018
Christmas	Tuesday, December 25, 2018
<u>NEW Winter Break</u>	<u>Wednesday, December 26, 2018 – Monday, December 31, 2018</u>
New Year’s Day	Tuesday, January 1, 2019
Martin Luther King’s Birthday	Monday, January 21, 2019
President’s Day	Monday, February 18, 2019
Memorial Day	Monday, May 27, 2019