



MEMORANDUM

DATE: September 18, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Interim Policy Updates

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

For Council Consideration

Council should consider providing direction on the below interim policies for City Staff.

Background

At the August worksession, the City Council received a presentation on possible policy updates to improve employee morale and retention. Two specific items that came from the personnel side were to consider flexible scheduling and a dress for your day policy. Both will be brought forward for Council approval at the second meeting in September. They will be presented as temporary changes to the existing policy for a period of one year, or unless otherwise revoked by Council or the City Administrator. Should the policies be well received by Staff and Council, they will go to Council for permanent consideration. See below for language regarding each. Also, below is an update on the proposed City meeting scheduling to start in October.

Flexible Scheduling

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 9 a.m. to 3:30 p.m., at least four days per week, unless away from the work site for a work-related activity or on approved leave. Employees choosing to work a schedule other than the typical schedule (i.e. City Hall’s normal operating hours) must have written approval from their supervisor and Department Head. Alternate schedules may include, but are not limited to: eight hour days differing from the normal operating hours, four nine-hour days with one half day, five nine-hour days with a specific day off every other week, or four ten-hour days. Employees with either a half or full day off according to their flexible schedule should not expect that their day off will be Monday or Friday. Schedules will be approved based on the needs of the City, and not all employees will be eligible to work a schedule other than the normal City Hall operating hours. An employee’s supervisor, Department Head, or the City Administrator may cancel any or all flexible scheduling at any time.

Dress For Your Day

Dress For Your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is each employee should consider what their workday looks like and dress accordingly. For example, employees are allowed to wear casual clothing on workdays when they do not have meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable. There may be days when residents or visitors are expected at City facilities and all staff may be required to forgo Dress For Your Day and be required to wear business casual or business attire. These days will be announced in advance so employees can plan accordingly. In all instances, clothing and appearance must be neat, clean, not ripped, not heavily frayed or worn, and not expose an excessive amount of skin. Employees are allowed to wear jeans clean and free of rips, tears, fraying and not excessively tight or revealing.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with Administration.

- Clothing and/or accessories including offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear
- Overalls
- Very short skirts
- Shirts with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, moccasins, Crocs shoes

Upcoming Meeting Frequency

As part of the August worksession, the City Council also discussed trying to hold worksessions prior to regular City Council meetings and eliminating the worksession on the third Monday of the month. This will also be brought forward for Council approval at the second meeting in September. Staff is anticipating this will happen in October and November; however, Council should also decide what it wants to do with December. We typically cancel that second meeting in December, so it may be beneficial to keep the third Monday in December as a worksession. Come November, Council will want to give direction on how meeting schedules should occur for 2024.

Budget Impact

N/A

Attachment

N/A