

Proposed Alternate 9/80 Work Schedule

Sandra Cuellar-Wilson

HR & Risk Management Director

August 19, 2025

Purpose

- Data and Rationale for Change
- Proposed “9/80” schedule
- Benefits to residents, employees, and operational efficiency

Data

- Local municipal data shows 16 of 17 surrounding cities offer a compressed “9/80” work schedule
 - These “9/80” schedules have been in place for over five years for majority of these cities
 - Majority of departments participate, excluding Public Safety and Parks field departments
 - Several regional cities use the exact schedule proposed
- National data shows 30-40% of US municipalities (depending on size) offer a form of compressed work schedules

Rationale for the Change

- Supports both operational efficiency and community public service – optimizes staffing while meeting community needs
- Extends public service hours for residents – City Hall opens earlier and stays open later
- Maintains Friday availability – ensures essential services remain accessible while reducing operational costs
- Enhances employee work-life balance – helps with retention and morale
- Aligns with surrounding cities – keeps Deer Park competitive and consistent with changing municipal practices

Proposed Schedule

- Monday – Thursday: 7:30 AM to 5:30 PM
- Friday: 7:30 AM to 11:30 AM

	MON	TUES	WED	THUR	FRI
Week 1	9	9	9	9	4
Week 2	9	9	9	9	4

- Employees work a total of 80 hours over a 2-week operational period (10 days)
- Majority of City offices will adopt this schedule, including City Hall, Central Collections, Municipal Court, and EMS and Parks Administration.
 - *Does not include Library, Police, Parks Field, Public Works Field, or EMS Field divisions*
 - *Field operations have done a version of an alternate work schedule for several years*

Benefits to Residents

- Extended service hours in both mornings and evenings
- Earlier opening and later closing to fit residents' work schedules or commutes
- More convenient access to key services outside traditional 8-5
- Consistent availability for essential services throughout the week
- Shorter wait times by spreading customer visits and reducing congestion at peak hours
- More time for assistance without increasing total hours worked

Benefits to Employees

- Compressed work schedule promotes better work-life balance
 - Aligns with Strategic Plan Key Focus Area #6: Organizational Excellence – work life benefits
- Reduces time off requests, allowing for personal appointments on Friday afternoon
- Reduces commuting time and costs
- Improves morale, productivity, and retention

Operational Efficiencies

- Reduces overtime costs with extended hours to work
- Attracts talent, keeping us competitive with surrounding cities
- Improves morale, productivity, and retention
- No disruption to timesheet or payroll system
- Does not increase normal wage costs

Proposed Plan

- Communication to all residents and employees about schedule change
- Adjust scheduling for departments with unique operational needs.

Questions?
