



## Legislation Text

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**File #:** 19-880, **Version:** 1

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**City Council Meeting Date:** May 21, 2019

**To:** Mayor and City Council  
City Administrator

**From:** Michelle Mahowald, Communications and Human Resources Director

Consider approval of Alternate Work Schedules Council Administrative Policy.

**Action Requested:**

The Northfield City Council approves the attached Alternative Work Schedules Policy as a Council Administrative Policy for the City of Northfield, Minnesota.

**Summary Report:**

The City Council is being requested to consider approval of an administrative policy outside of the Employee Handbook for Alternate Work Schedules. Staff members from the Department Coordination Team have recommended consideration of an alternative work arrangement policy to City Administrator Martig.

The Council Employment Policy Committee discussed the proposed administrative policy at their May 8, 2019 meeting. Labor Attorney Fitzsimmons and Department Coordination Team have reviewed and recommended policy provisions. City Administrator Martig recommends a trial period, June - August, for employees interested and eligible to take advantage of an alternative work arrangement.

At the conclusion of the trial period, a survey will be conducted in order to seek feedback from all employees whether they requested an alternative work arrangement or not.

**Financial Impacts:**

No anticipated additional personnel costs expected.

**Tentative Timelines:** Department Coordination Team and Managers will administer the policy to commence as soon as June 1, 2019. Administrative policies and forms will be placed in the employee portal, "Inside Track" on the website for easy access.