**To:** {Employee}

**From:** Jacqueline Wehmeyer, Director of Human Resources & Library

**Date:** February 24, 2021

**Re:** Reduced work week

As part of the City’s commitment to support employees with flexible schedules, we are pleased to provide you with a reduced, full-time schedule of thirty (30) hours per week effective March 1, 2021.

You will still be considered a full-time, exempt employee, but will not be regularly expected to work over thirty (30) hours per week. As a result of the twenty-five percent (25%) reduction in regularly expected work hours, you will see the following changes to compensation and benefits:

* Your new salary will be $63,223.06 annually;
* Your new vehicle allowance will be $1,875.00 annually;
* As accrual of vacation is based on the number of hours worked, your vacation accruals will be reduced by twenty-five (25%). This applies to future accruals. As such, your current accrued time bank will not be reduced; and
* Holidays and personal days will now be awarded to you in six (6) hour increments.

There will be no change to the following benefits:

* Accrual of sick leave will remain the same;
* Your medical, dental, vision and any supplemental benefits will all still be available to you at the same rate you are currently paying. This includes your City paid life insurance benefit;
* The percentage of the City’s contribution to your ICMA 401(a) and 457 accounts will remain unchanged, though the resulting amounts contributed will be lower due to the decrease in salary; and
* Your cell phone stipend will remain the same.

The City reserves the right to require that you return to a forty (40) hour per week schedule at any time, but will endeavor to provide you with four (4) weeks’ notice of the change if the circumstances provide for it. You may also request a return to a forty (40) hour per week schedule with four (4) weeks’ notice, subject to review and approval by the City Manager. A change in schedule may not be requested more than once per fiscal year.

As an exempt employee, there may be times that you will need to work beyond thirty (30) hours per week to accomplish your work. However, this should be occasional and you will not be regularly expected to work beyond the thirty (30) hour per week scheduled. We encourage you to maintain an open line of communication between you and your Director to ensure your work can reasonably be completed within your new schedule while making sure there is no interruption in service.

Please sign below acknowledging your understanding and acceptance of your new schedule and accompanying changes:

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