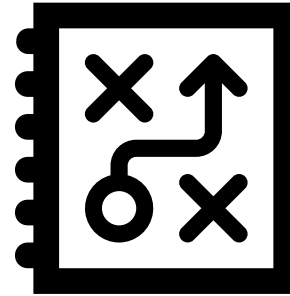


City Hall Reopening Plan

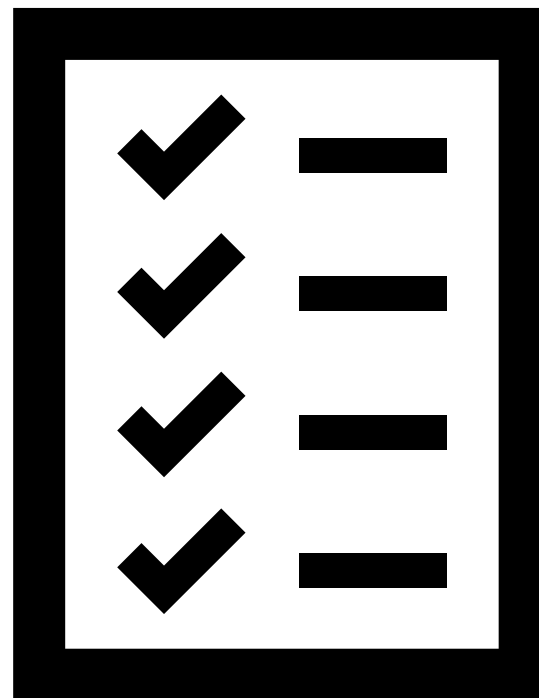
Remote Worker Update
April 21, 2021

**All subject to change based on
case activity, state guidance or
local direction.**



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Check in



State Guidelines

- No longer specific guidance for governmental facilities
- Professional Services (updated March 19, 2021)
 - “Professional Services are required to mandate that employees work from home when possible and close offices to the public if possible.”
 - In Phase 2 occupancy is 25% of fire marshal capacity or 200 people (whichever is fewer) if six feet of physical distance can be maintained.
 - In Phase 3 occupancy is 50% of fire marshal capacity or 400 people (whichever is fewer) if six feet of physical distance can be maintained.
- Mayor determines when we switch City Hall reopening phases—more restrictive than Governor.

What we have learned



Customer service has changed, not diminished



City services are no longer exclusively an “in person” function



Services are desired outside the normal 8-5



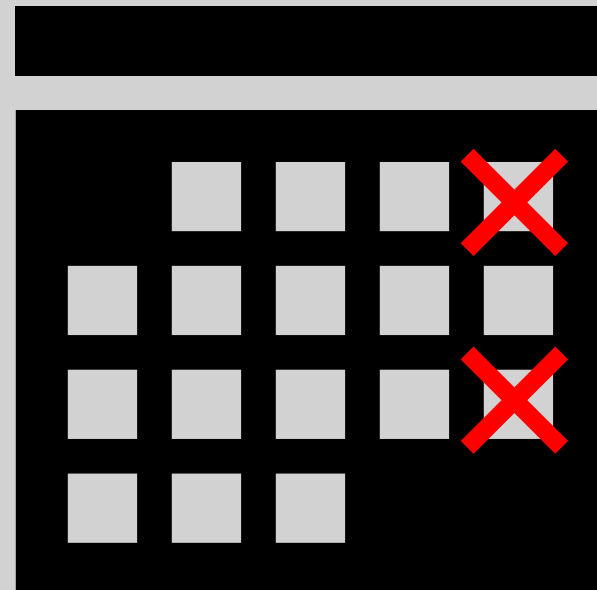
Expanded options (Energov, DocUSign, Utility Billing, Next Request)



Working from home is possible!

Staff Schedules

- Currently 52% of eligible staff are on a 9/80 schedule
- Friday is the most popular day to take off regardless of schedule
- Introducing NEW 9/4 Schedule
 - Monday-Thursday work 9 hours, Friday work 4 hours.



Schedule Changes (Pilot through 12/31)

- By July 6th all City Hall employees will work an alternate work schedule (9/80 or 9/4).
 - Certain customer facing positions will be required to work a 9/4 schedule (PD Records no changes).
- Those working a 9/80 will move to a common Friday off.
 - Aligning Friday's off will allow for Friday mornings to be used for training or team meetings.
- For positions eligible (non-field), Friday's will be a work from home day (with exceptions as needed).

Sample Schedules



30 Minute Lunch

- 7am – 4:30pm
- 7:30am – 5pm
- 8am – 5:30pm
- 8:30am – 6pm

- Fridays
 - Normal start time either 4 or 8 hour day.

60 Minute Lunch

- 6:30am – 4:30pm
- 7am – 5pm
- 7:30am – 5:30pm
- 8am – 6pm

- Fridays
 - Normal start time either 4 or 8 hour day.

April – June 25th Staffing Phase II

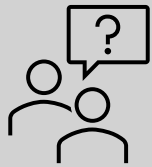
- Consistent with pandemic policy
- In person services by appointment only
 - 1 Police Records Specialist
 - 1 Employee capable of issuing a permit and answering permit questions (as determined by Development Services Director)
 - 1 Employee capable of taking payments (as determined by Administrative Services Director)
 - 1 Engineer (as determined by PW Director)
 - 2 Engineer Technicians
 - 1 Building Official
 - 1 IT Employee
 - 2 Department Directors per day (as determined by the City Administrator)
 - The Police Chief or Deputy Chief will rotate days
 - The City Administrator and Communications Director will work 2 days in the office

June 28th – July 30th

Phase III



- Staffing
 - Staff City Hall at maximum 50% based on teams—phase II staffing is the “floor”.
 - Week one is back in the office without customer access—GET ORGANIZED and SETTLED back in.
 - No staff at City Hall on Fridays
- Customer Access
 - Starting July 6th City Hall open Monday-Thursday 10-3
 - Remote Services available
 - Monday-Thursday 7:30am – 5:30pm (Expands to accommodate the public’s work schedules)
 - Fridays 7:30am – 12:00pm



August 2nd – September 3rd

Phase IV



- Staffing
 - Staff City Hall at 50% based on teams.
 - Staff required to work 2 days in City Hall
 - No staff at City Hall on Fridays



- Customer Access
 - City Hall open Monday-Thursday 10-3
 - Remote Services available
 - Monday-Thursday 7:30am – 5:30pm
 - Fridays 7:30am – 12:00pm

September 7th – December 31st

Phase V

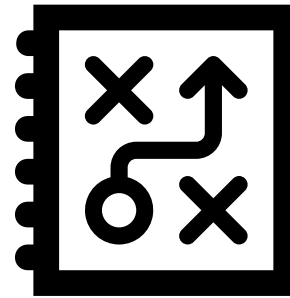
- Staffing
 - No more teams
 - Expansion of telework for eligible positions
 - Staff required to work a minimum of 2 days in City Hall
 - Telework agreement must be on file—available in August
 - No staff at City Hall on Fridays
- Customer Access (Pilot project)
 - City Hall open Monday-Thursday 7:30am – 5:30pm
 - Remote Services available Fridays 7:30am – 12:00pm



Common Questions?

- Do I still have to do the GoCanvas screening if vaccinated?
 - YES
- Is an extra floating holiday still available if I get the vaccine?
 - YES
- Do I have to prove I got both shots to get the floating holiday?
 - NO
- Can I use the floating holiday just like other floating holidays?
 - YES

Questions?



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