



City Manager's Office
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Hours of Operation Change Frequently Asked Questions

Why is the City of Shawnee changing its office hours?

The City is changing its office hours to better accommodate the needs of our residents and improve efficiency in our operations. Friday afternoons have historically been slow days for City offices, while early morning and late afternoon visits usually peaked on other days of the week.

What are the proposed new City of Shawnee office hours?

The new office hours include an earlier opening time on all weekdays, a later closing time on Mondays through Thursdays, and a closing time before lunch on Fridays.

How will the proposed change benefit residents?

The new office hours benefit Shawnee residents by providing greater access to City services outside of traditional office hours.

When will the hours of operation change go into effect?

The new City office hours will take effect on Monday, May 6, 2024.

Will the proposed change affect the services provided by the City of Shawnee?

No, the new hours of operation will not affect the services provided by the City. All services will continue to be available during the time City offices are open.

Will the City be providing any additional services during the new office hours?

No, all City services will remain the same.

Will the City be hiring additional staff to accommodate the new office hours?

No, the City will not be hiring additional staff to accommodate the new office hours.

Will City employees be required to work longer hours under the new schedule?

No, City staff will not be required to work longer hours under the new schedule. The change in office hours will be accommodated within their existing 40-hour work schedules.

How will the proposed change affect City employees?

The proposed change is expected to improve City employees' work-life balance by providing more flexibility in their schedules, which is increasingly recognized as a recruiting tool for new talent.

Will there be any changes to the City's budget as a result of the proposed change?

No, the proposed City office hours are not expected to result in new or reduced operating costs.

Will the City's emergency response procedures be affected by the proposed change?

No, there will be no changes to the City's emergency response procedures or associated levels of service.

Will the proposed change affect the hours of operation for recreational facilities?

No, the proposed change will not affect the hours of operation for City parks and recreational facilities.

Will City Commission meetings be affected by the proposed change?

No, City Commission meetings will not be affected by the proposed change. They will continue to be held at their regular times.

Will the hours of operation change affect the City's holiday schedule?

No, the proposed change will not affect the City's holiday schedule.

Will there be any changes to the City's website or phone system?

Yes, the City's website and phone system will be updated to reflect the new office hours.

What are the anticipated benefits to City of Shawnee operations?

The anticipated overall benefits to the City of Shawnee are largely centered on employee satisfaction, recruitment and retention, and productivity, as cited in the International City/ County Management Association research (<https://icma.org/articles/article/alternative-work-schedules-recent-research-practice>) and a recent article (<https://www.themunicipal.com/2023/12/cities-explore-nontraditional-workweek/>) in The Municipal:

- Implementation of non-traditional work schedules has led to increased employee satisfaction due to greater work-life balance and flexibility.
- Improved Recruitment and Retention: Municipalities offering flexible work schedules have reported improvements in their ability to attract and retain talented employees [6].
- Decreased Absenteeism: Some municipalities have observed a decrease in absenteeism rates after implementing non-traditional work schedules.
- Enhanced Productivity: Flexible work schedules have been associated with enhanced productivity among employees in some municipalities.

Who can I contact for further questions?

For any additional questions, please contact the City of Shawnee at 405-878-1601.

THANK YOU FOR YOUR INTEREST!