

Employee Survey

City of Gainesville Hours & Work-Life Balance

Per the City Commission's direction, staff established an employee survey for collecting input on work-week hours and work-life balance. The survey was available July 15th to July 21st for more than 300 employees who work in administrative facilities currently operating on a compressed schedule. The survey received 239 participants, having a response rate of approximately 73%. Ten questions were asked, some of which did not require answers and others allowed for multiple responses. Below is an executive summary of the results, and concluding is the survey response detail.

- **Question 1**

Preferred work schedule:	
Monday-Thursday, 10 hour days (offices closed on Friday)	66%
4 days/wk 10 hour day, offices open 5 days/wk, each employee selects their day off	15%
Monday-Friday, 8 hour days	9%

- **Questions 2 & 3**

- Top 3 *employee advantages* of

a 4-day work week:	
More time to handle personal business	58%
Save money on travel to and from work	42%
More productive at work	37%

a 5-day work week:	
Shorter days	49%
No advantages	42%
More time with family in the evenings	26%

- **Questions 4 & 5**

- Top 3 *employee disadvantages* of

a 4-day work week:	
No disadvantages	51%
Leaving work when it's dark	22%
Less time with family	21%

a 5-day work week:	
Less time to handle personal business	67%
Cost of commuting five days	58%
Increased absenteeism	50%

- **Questions 6 & 7**

- Top 3 *organizational advantages* of

a 4-day work week:	
More after-hours services for customer	63%
Decreased operational costs	57%
Improved employee morale	48%

a 5-day work week:	
No advantages	55%
More accessible to customers	33%
Easier to schedule meetings	30%

- **Questions 8 & 9**

- Top 3 *organizational disadvantages* of

a 4-day work week:	
No disadvantages	51%
Lack of services to customers on Fridays	43%
More difficult to schedule meetings	18%

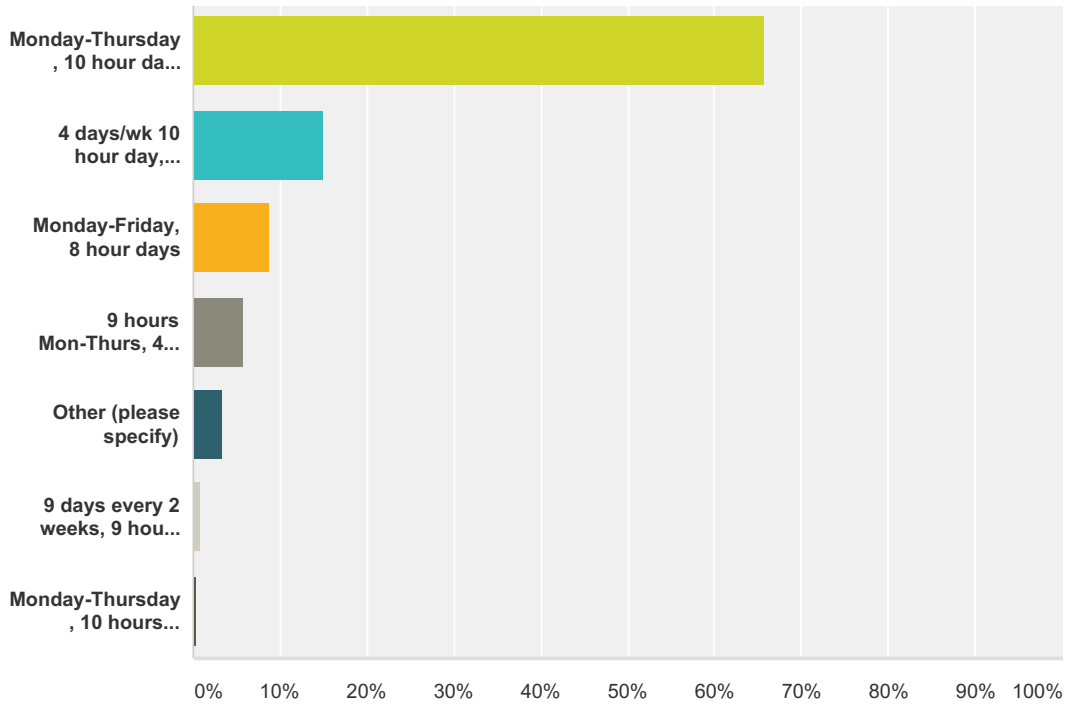
a 5-day work week:	
Increased operational costs	62%
No after hours service to customers	61%
Decreased employee morale	45%

- **Question 10**

Top 3 work-life benefits of interest:	
Teleworking	61%
Exercise breaks (example: 30 minutes of yoga in the afternoon)	50%
Allow up to 2 or 3 hours per week to attend college level courses (without need to flex time)	43%

Q1 What work schedule do you prefer?

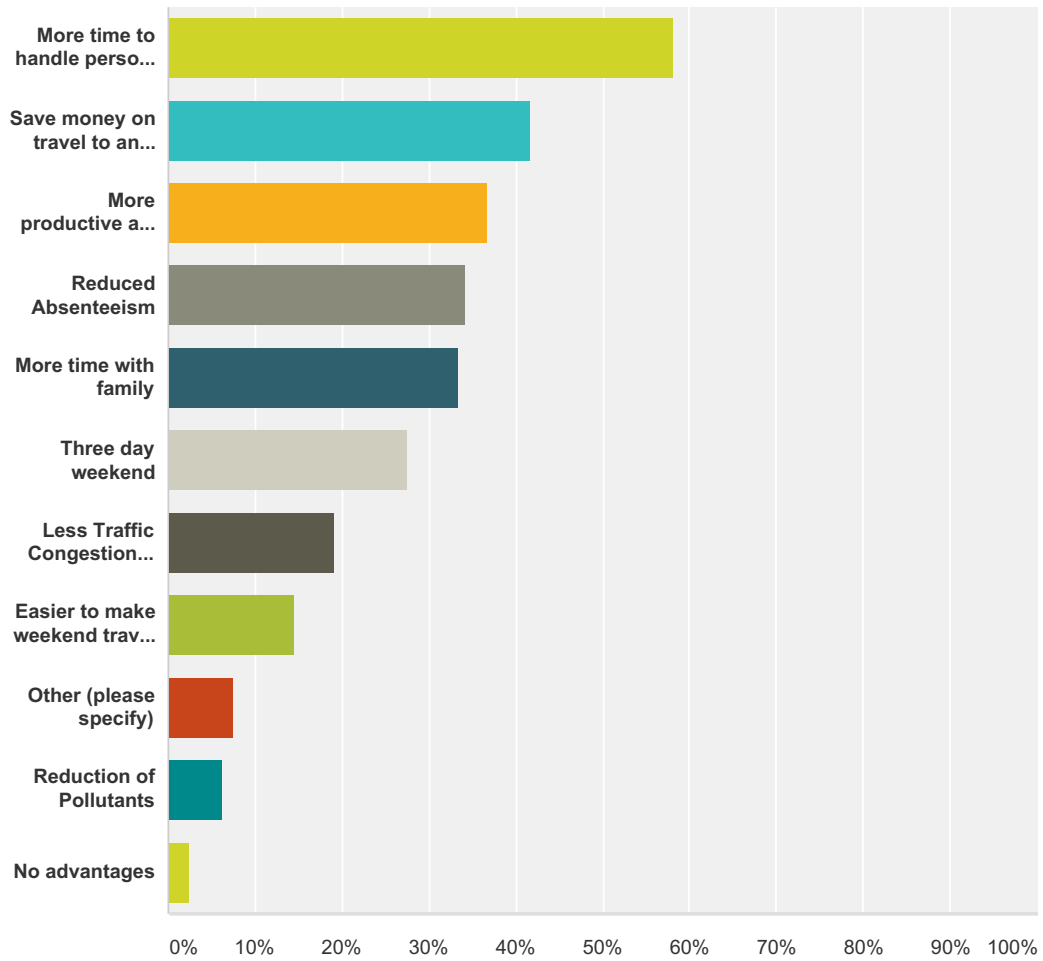
Answered: 239 Skipped: 0



Answer Choices	Responses	
Monday-Thursday, 10 hour days (offices closed on Friday)	65.69%	157
4 days/wk 10 hour day, offices open 5 days/wk, each employee selects their day off	15.06%	36
Monday-Friday, 8 hour days	8.79%	21
9 hours Mon-Thurs, 4 hour Friday, 1/2 day off on Friday, offices close at noon on Friday	5.86%	14
Other (please specify)	3.35%	8
9 days every 2 weeks, 9 hour days, every other Friday off, offices open 5 days/wk	0.84%	2
Monday-Thursday, 10 hours days, closed on Fridays from June 1 to Sept 1 only, then back to 5 days	0.42%	1
Total		239

Q2 What are the top three employee advantages of a four day work week?

Answered: 239 Skipped: 0



Answer Choices	Responses	Count
More time to handle personal business	58.16%	139
Save money on travel to and from work	41.84%	100
More productive at work	36.82%	88
Reduced Absenteeism	34.31%	82
More time with family	33.47%	80
Three day weekend	27.62%	66
Less Traffic Congestion during commute	19.25%	46
Easier to make weekend travel plans	14.64%	35
Other (please specify)	7.53%	18

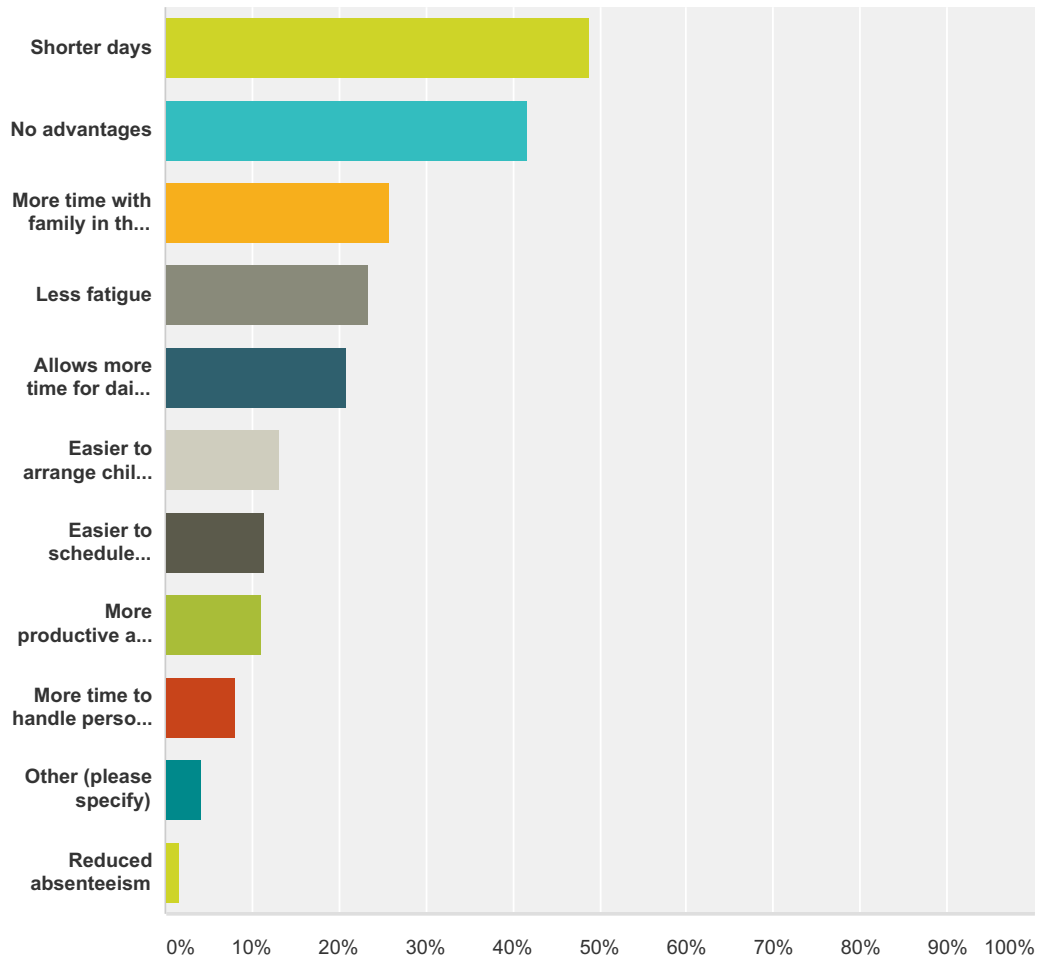
Work Week Survey

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Reduction of Pollutants	6.28%	15
No advantages	2.51%	6
Total Respondents: 239		

Q3 What are the top three employee advantages of a five day work week?

Answered: 235 Skipped: 4



Answer Choices	Responses
Shorter days	48.94% 115
No advantages	41.70% 98
More time with family in the evenings	25.96% 61
Less fatigue	23.40% 55
Allows more time for daily personal fitness	20.85% 49
Easier to arrange child care	13.19% 31
Easier to schedule meetings	11.49% 27
More productive at work	11.06% 26
More time to handle personal business after work	8.09% 19

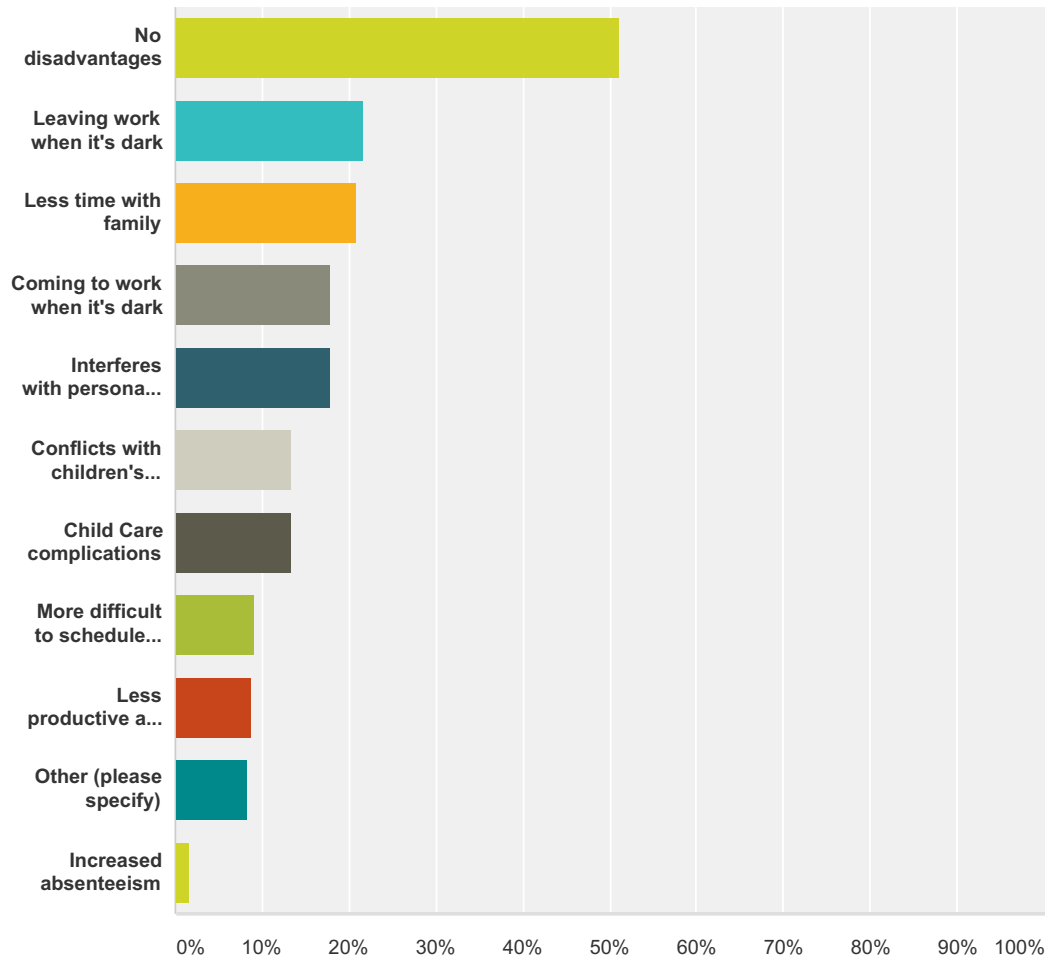
Work Week Survey

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Other (please specify)	4.26%	10
Reduced absenteeism	1.70%	4
Total Respondents: 235		

Q4 What are the top three employee disadvantages of a four day work week?

Answered: 239 Skipped: 0



Answer Choices	Responses
No disadvantages	51.05% 122
Leaving work when it's dark	21.76% 52
Less time with family	20.92% 50
Coming to work when it's dark	17.99% 43
Interferes with personal fitness	17.99% 43
Conflicts with children's school schedule	13.39% 32
Child Care complications	13.39% 32
More difficult to schedule meetings	9.21% 22
Less productive at work	8.79% 21

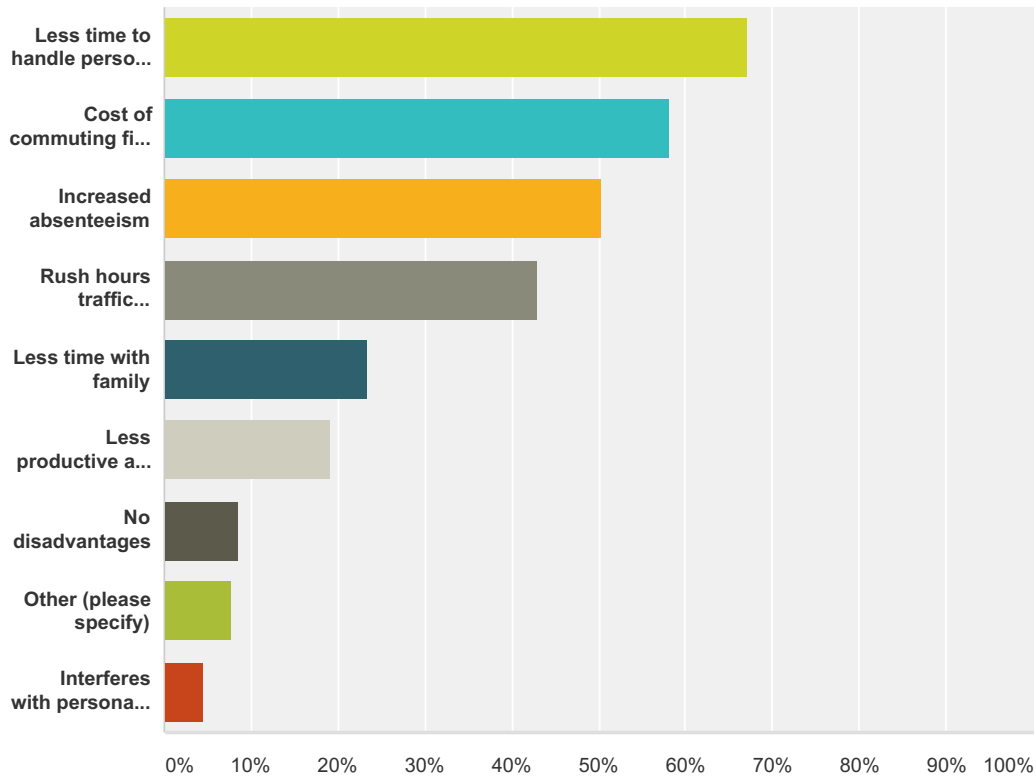
Work Week Survey

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Other (please specify)	8.37%	20
Increased absenteeism	1.67%	4
Total Respondents: 239		

Q5 What are the top three employee disadvantages of a five day work week?

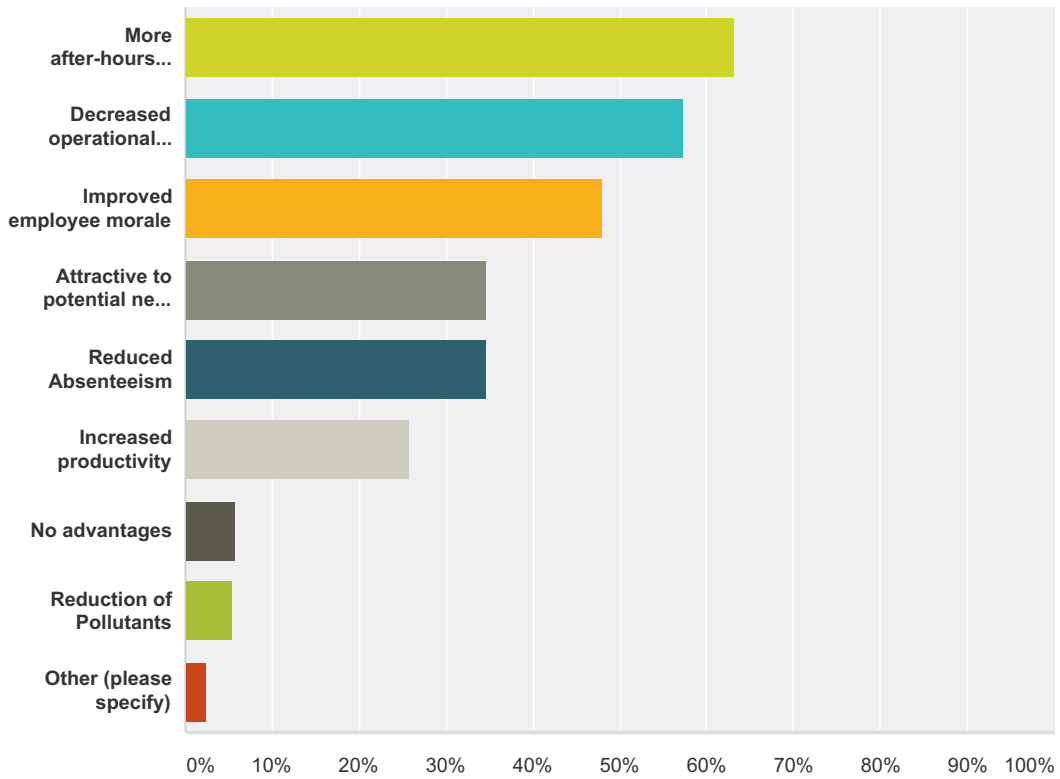
Answered: 235 Skipped: 4



Answer Choices	Responses
Less time to handle personal business	67.23% 158
Cost of commuting five days	58.30% 137
Increased absenteeism	50.21% 118
Rush hours traffic congestion	42.98% 101
Less time with family	23.40% 55
Less productive at work	19.15% 45
No disadvantages	8.51% 20
Other (please specify)	7.66% 18
Interferes with personal fitness	4.68% 11
Total Respondents: 235	

Q6 What are the top three organizational advantages of a four day work week?

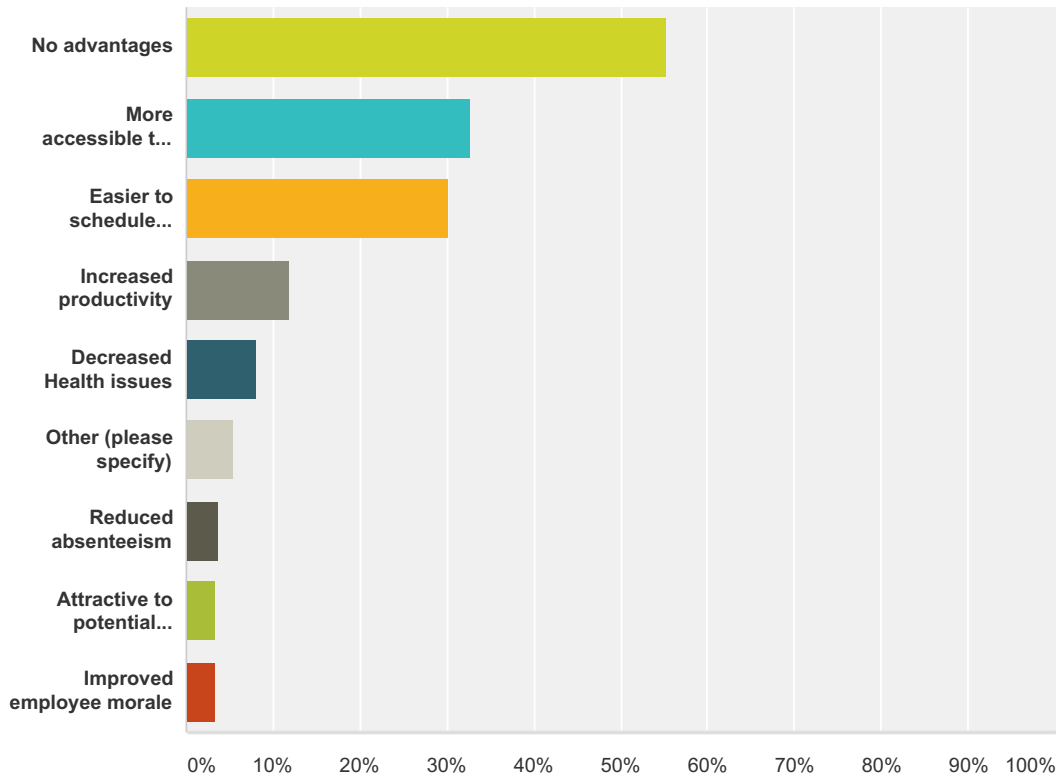
Answered: 239 Skipped: 0



Answer Choices	Responses
More after-hours services for customers	63.18% 151
Decreased operational costs	57.32% 137
Improved employee morale	48.12% 115
Attractive to potential new employees	34.73% 83
Reduced Absenteeism	34.73% 83
Increased productivity	25.94% 62
No advantages	5.86% 14
Reduction of Pollutants	5.44% 13
Other (please specify)	2.51% 6
Total Respondents: 239	

Q7 What are the top three organizational advantages of a five day work week?

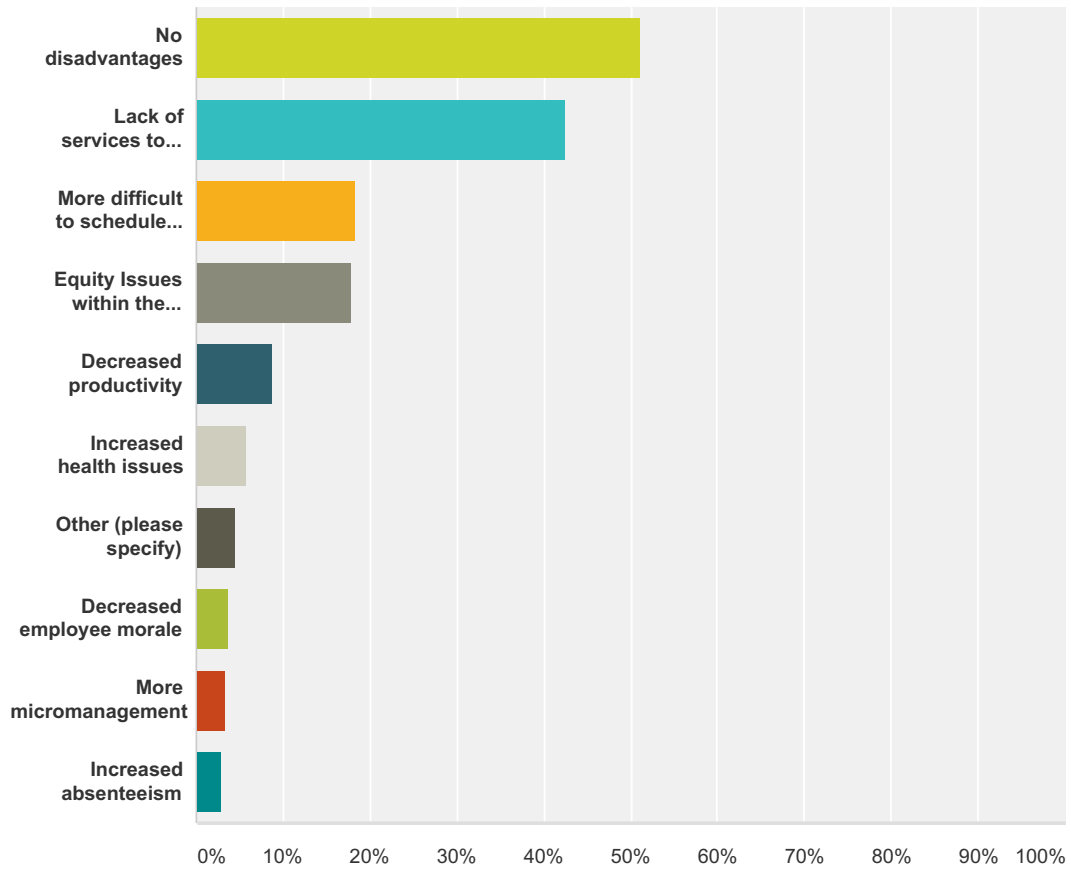
Answered: 235 Skipped: 4



Answer Choices	Responses
No advantages	55.32% 130
More accessible to customers	32.77% 77
Easier to schedule meetings	30.21% 71
Increased productivity	11.91% 28
Decreased Health issues	8.09% 19
Other (please specify)	5.53% 13
Reduced absenteeism	3.83% 9
Attractive to potential employees	3.40% 8
Improved employee morale	3.40% 8
Total Respondents: 235	

Q8 What are the top three organizational disadvantages of a four day work week?

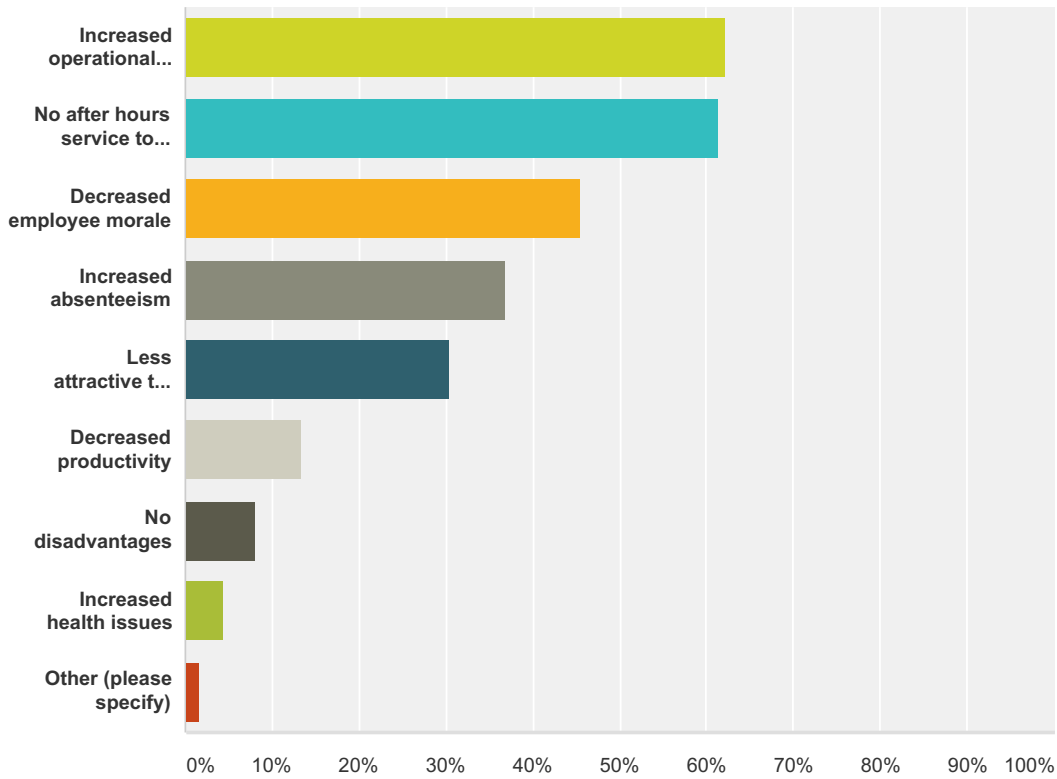
Answered: 239 Skipped: 0



Answer Choices	Responses
No disadvantages	51.05% 122
Lack of services to customers on Fridays	42.68% 102
More difficult to schedule meetings	18.41% 44
Equity Issues within the organization	17.99% 43
Decreased productivity	8.79% 21
Increased health issues	5.86% 14
Other (please specify)	4.60% 11
Decreased employee morale	3.77% 9
More micromanagement	3.35% 8
Increased absenteeism	2.93% 7
Total Respondents: 239	

Q9 What are the top three organizational disadvantages of a five day work week?

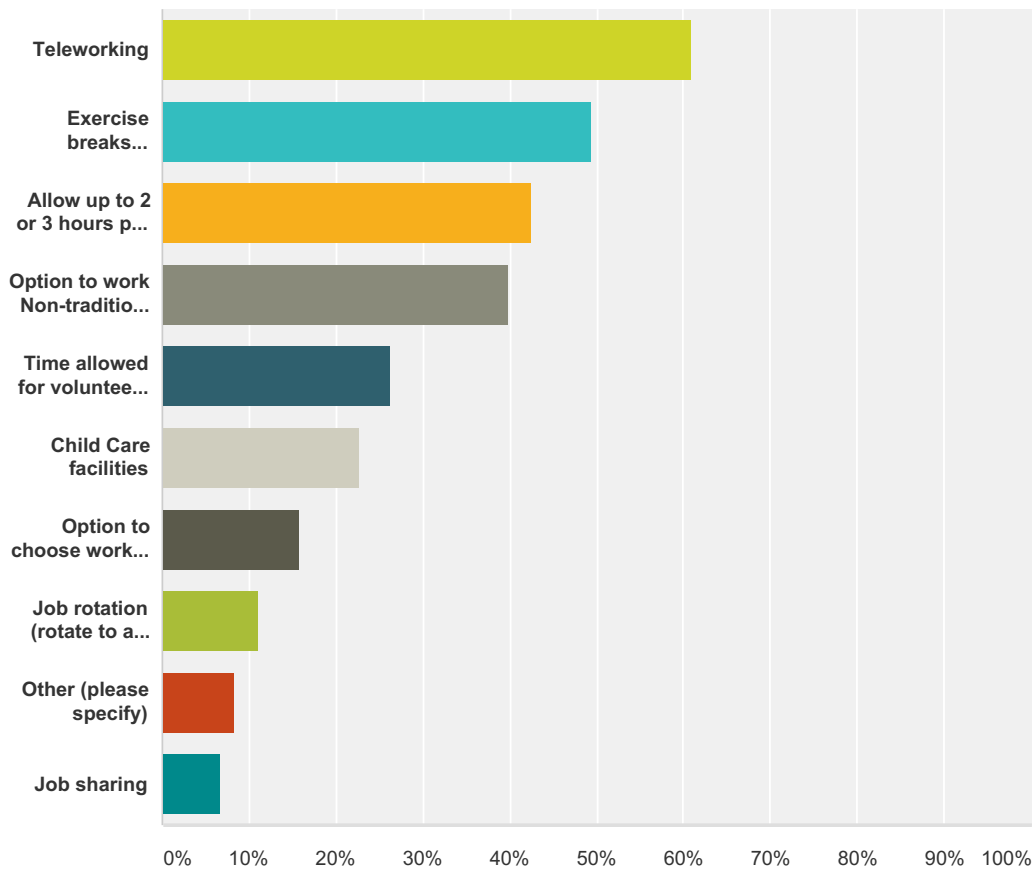
Answered: 233 Skipped: 6



Answer Choices	Responses
Increased operational costs	62.23% 145
No after hours service to customers	61.37% 143
Decreased employee morale	45.49% 106
Increased absenteeism	36.91% 86
Less attractive to potential employees	30.47% 71
Decreased productivity	13.30% 31
No disadvantages	8.15% 19
Increased health issues	4.29% 10
Other (please specify)	1.72% 4
Total Respondents: 233	

Q10 What are some other Work-life benefits that you might be interested in if offered?

Answered: 228 Skipped: 11



Answer Choices	Responses
Teleworking	60.96% 139
Exercise breaks (example: 30 minutes of yoga in the afternoon)	49.56% 113
Allow up to 2 or 3 hours per week to attend college level courses (without need to flex time)	42.54% 97
Option to work Non-traditional office hours (example: noon to 9 or 10pm)	39.91% 91
Time allowed for volunteer work in the community	26.32% 60
Child Care facilities	22.81% 52
Option to choose work location (in another city facilities with the appropriate resources and space)	15.79% 36
Job rotation (rotate to a job in a different dept which requires similar skills)	10.96% 25
Other (please specify)	8.33% 19
Job sharing	6.58% 15
Total Respondents: 228	