



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
OFFICE OF THE MAYOR

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5500 | F: 201 547 5442



STEVEN M. FULOP
MAYOR OF JERSEY CITY

E.O. 2020-012

**EXECUTIVE ORDER OF THE MAYOR
OF THE CITY OF JERSEY CITY
ESTABLISHING A FOUR-DAY WORKWEEK POLICY
FOR MANAGEMENT EMPLOYEES**

WHEREAS, the City of Jersey City (“City”) has determined to establish a four-day workweek policy for management employees to increase productivity and efficiency as well as improve workplace safety in light of the COVID-19 pandemic; and,

WHEREAS, the City shall have the right to change any sections of the policy noted below or provided herein, except as not permitted by applicable law; and,

WHEREAS, as used in this order, the terms management or managerial employees shall mean all non-union classified and unclassified City employees, hired or appointed, whose positions are not covered by any union contract who are designated as full time employees, except as noted herein;

NOW THEREFORE, pursuant to the authority vested in me by law as Mayor of the City of Jersey City, I hereby issue this Executive Order:

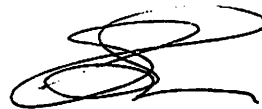
1. Upon mutual agreement between a managerial employee and their Department Director, based on Departmental needs as determined by the Director, which shall be reduced to writing prior to implementation, the employee’s schedule may be modified to allow for a 4-day workweek by which the employee’s normal weekly hours will be worked over a period of 4 days, rather than 5 days.
2. Employees who participate in the 4-day workweek shall arrive at and depart from their designated worksite in an equivalent amount of minutes each workday so that their total amount of weekly hours is maintained.
3. On City holidays that are celebrated on a day that the management employee participating 4-day workweek would normally be off, that employee shall be off the next scheduled workday following the City holiday.
4. For purpose of calculating paid holidays and/or charging an employee’s accrual of paid time off, the employee’s normal weekly hours shall be divided by 4 (rather than 5), which figure shall represent a single workday.

5. No managerial employee who participates in the 4-day workweek shall suffer a reduction in total weekly hours and no such employee shall suffer a reduction in compensation, benefits or other emoluments of their employment with the City.
6. Either the employee or the Department Director may terminate any 4-day workweek agreement upon thirty (30) days notice to the other party.
7. Any other Executive Orders inconsistent with the provisions of this order are repealed or continued repealed if previously repealed.

If any provision of this Executive Order, or the application of any such provision to any person or circumstances, shall be held invalid or unenforceable for any reason, the remainder. If any provision of this Executive Order, or the application of any such provision to any person or circumstances, shall be held invalid or unenforceable for any reason, the remainder of this Executive Order to the extent it can be given effect, or the application of such provision to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby, and to this extent the provision of this Executive Order are severable.

The Executive Order shall be kept on file in the Offices of the City Clerk and Business Administrator. It will be made available to the public upon request.

By:

A handwritten signature in black ink, appearing to read 'STEVEN M. FULOP', with a stylized flourish at the end.

**STEVEN M. FULOP
MAYOR**

July 17, 2020