

Policy: AD-08-03
Policy Title: 4 Day Work Week Trial
Policy Purpose: Establish Procedures for 4 Day Work Week Trial
Implementation Date: July 28, 2008
Revision Date: NA

CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT

4 Day Work Week Trial

This policy has been created in an effort to establish procedures for a 4 Day Work Week Trial. The primary objective of implementing this trial is to reduce unnecessary costs of time and money to the City of Westfield, Public Works Department. The benefits of the trial will vary by division and will be reviewed monthly to ensure that there is no decrease in productivity or service to the community.

The last trial day will be Friday, November 14th, with the new pay period resuming the 8 hour work days on Monday, November 17th. Please note that the trial can be cancelled or modified at anytime. Additionally any associate that partakes in this program may be removed from the program hours modified at anytime by the Public Works Director, the associates PW Supervisor. Misuse of this program will not be tolerated! Anyone who takes unfair advantage of this program will jeopardize this program for all involved!

Employees that will be affected by the policy

Specific non-supervisory full-time Public Works employees who have another employee in the same department with a similar position are eligible with Director's and Supervisor's approval.

Work Hours

Work hours for 10 hour workdays would be from 6:30 am to 5:00 pm with **strictly** enforced 1/2 hour lunches. The alternative work hours for 10 hour workdays would be 6:30 am to 5:30 pm with a 1 hour lunch. The alternative work hours can only be selected with a Division Supervisor's approval for the whole division.

Days Off Determination

Immediate supervisor will determine the day of the week the employee is to receive off based on workload and individual job duties. Once a schedule is assigned, it cannot be changed.

Modifications to the set schedule

With approval of their supervisor, the employees are allowed to switch days they are off **only** in the initial set-up of the schedule. For example, an employee might elect to have every Tuesday off.

An employee may remove themselves from the program and return to 8 hour days only at the end of a pay period with immediate supervisor's approval.

Personal Hours

Personal hours are taken full hour increments per the City of Westfield Policy and Procedures Manual.

Sick Days

Sick Day hours are taken in half hour increments per the City of Westfield Policy and Procedures Manual. Sick time can be made up **within the same work week** with supervisor's approval and **within open office time 6:30am-5pm Monday-Friday**. It is mandatory to make up the time.

Holidays

If there is a holiday within a work week **All Associates** will revert back to an eight (8) hour work week for that work week and resume their schedule the following week.

Individual Vacation Days

Individual vacation days will be permitted to be taken in half-day increments during the 4 day work week but may only use the 8 hour day as a standard for a full day. This means that even though you are working 10 hours, if you want to use your individual vacation time, you would take only 4 hours or 8 hours out of the 10 hours as vacation. You could work 2 hours and then take 8 hours of vacation or you could use 2 personal hours and 8 vacation hours. Alternately, you may go to 8 hour days for the week and take either 4 hours or 8 hours off at a time.

Week Vacation Days w/out a Holiday

Week vacation days without a holiday will be required to be taken for individuals participating in the 4 day work week within the week, just as they would during a 5 day week.

Week Vacation Days w/ a Holiday

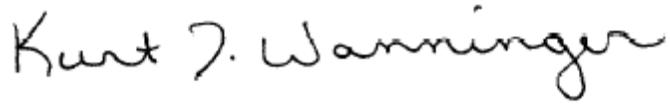
Week vacation days with a holiday will be required to be taken in 8 hour increments and will carry over from the previous week or to the following week, and the associates hours during the following week or previous week of a week vacation with a holiday would work a normal 5 day; 8 hour; work week.

Family Medical Leave Act, Family Illness Time, Bereavement Leave or special circumstances will be determined on a case-by-case basis

These are to be taken in 8 hour daily increments. If possible, the week should be five, 8 hours. If excess time remains due to 10 hour schedule within the work week, the associate will be required to utilize one of the following examples personal time, comp time, to make up the excessive hours. If an alternative does not exist, the associate will not be compensated for time that has not been covered by Family Medical Leave Act, Family Illness Time, Bereavement Leave, personal time or comp time.

What if my situation is not covered by the above?

Special circumstances will be determined on a case-by-case basis.

A handwritten signature in black ink that reads "Kurt J. Wanninger". The signature is written in a cursive style with a large, sweeping "K" and a long, trailing "er" at the end.

Kurt J. Wanninger, Director
Westfield Public Works Department

		Pay Period #1							Pay Period #2																			
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Administration																												
Kurt Wanninger	Director		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
John Rogers	Technical Services Manager		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Sherry Goins	Office Manager		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Jeff Dean	Information Specialist		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Sharon Kingery	Director of First Impressions		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Tara Marshall	Accountant Specialist		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Bryan Forkner	Utility Superintendent		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Carrie Cason	Public Relations Control		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Jeff Newman	Safety/Loss Coordinator		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Debra Tolley (Fox)	Accountant Specialist		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Instrumentation and Control																												
Rob Lambert	I & C Supervisor		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Dewayne Holman	I & C Technician		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Water Division																												
Robin Merchant	Water Supervisor		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Jeremy Lollar	Water Operator		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
James Norzinskay	Field Service Representative		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Jon Higginbotham	Relief Operator		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Craig Thompson	Meter Reader		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Jonathon Berry	Field Service Representative		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Tyler Werthenberger	Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Wastewater Division																												
Randy Higginbotham	WWTP Supervisor		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Dean Marlow	WWTP Operator		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Matt McCostlin	Collection System Foreman		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Dan Parks	Lift Operator		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Nick Compton	Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Kurt Billhimer	Lift Operator		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
James Horn	Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
James Ekman	Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Streets, G&M Division																												
Chad Spitznagle	Leader Street Supervisor		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Eric Watts	Street Supervisor		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Matt Bell	Street Foreman		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Jeff Gossard	Senior Equipment		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Greg Binter	Sign Maintenance Technician		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Josh Pickett	Street Laborer II		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Cheyenne Riley	Street Laborer II		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Scott Shephard	Master Repairman		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Dennis Hayes	G&M Laborer		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Keeli Cox	Tool Crib Attendant		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Scott Thompson	G&M Crew Leader		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Jason Greathouse	Street Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Travis Stetish	Street Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Brandon Breedlove	Street Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Mike Haemmerle	Street Laborer		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Austin Gill	Laborer Part Time		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Grant DeMasie	Laborer Part Time		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Sam Hadden	Laborer Part Time		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Andrew Murray	Laborer Part Time		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Zachary Chianello	Laborer Part Time		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Customer Service Division																												
Peg Richardson	Supervisor		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Kim Herrick	Billing Clerk		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Sherre Edwards	CS Representative		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Kelli Scrimager	Inquires Clerk		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Bridget Dirbuque	CS Representative		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Engineering																												
Neil VanTress	Engineer		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Stephanie Bush	Part-time Summer		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
GIS Division																												
Eric Becker	GIS Coordinator		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Leane Welsh	GIS/GPS Technician II		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Derek Todd	GIS/GPS Technician I		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Tim O'Leary	Location Technician		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
D/C Division																												
Harry Nikides	D/C Superintendent		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Donna Luley	D/C Plan Reviewer		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Pete White	D/C Plan Reviewer		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Randy Kenner	D/C Inspector		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Mike Morgan	D/C Inspector		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Gary Smith	Encroachment/Erosion Inspector		10	10	10	10	10			10	10	10	10	10			10	10	10	10	10			10	10	10	10	10
Adam Essex	Encroachment/Erosion Inspector		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8
Wesley Rood	Storm Water Specialist		8	8	8	8	8																					

EXAMPLES

Personal Hours - Personal hours are taken in hour increments per the City of Westfield Policy and Procedures Manual.

Employee A		10	10	Personal Hours - used 10	10					10	10	10	10					10	10	10	10
Employee B		8	8	Personal Hours - used 8	8	8				8	8	8	8	8				8	8	8	8

Sick Days - Sick Day hours are taken in half hour increments per the City of Westfield Policy and Procedures Manual.

Employee A		10	10	Sick Day - used 10	10					10	10	10	10					10	10	10	10
Employee B		8	8	Sick Day - used 8	8	8				8	8	8	8	8				8	8	8	8

Holidays - If there is a holiday within a work week **All Associates** will revert back to an eight (8) hour work week for that work week and resume their schedule the following week.

Employee A		Holiday - Paid 8 Hours	8	8	8					10	10	10	10					10	10	10	10
Employee B		Holiday - Paid 8 Hours	8	8	8	8				8	8	8	8	8				8	8	8	8

Individual Vacation Days - Will be permitted to be taken in half day increments during the 4 day work week but may only use the 8 hour day as a standard for a full day. This means that even though you are working 10 hours, if you want to use your individual vacation time, you would take only 4 hours or 8 hours out of the 10 hours as vacation. You could work 2 hours and then take 8 hours of vacation or you could use 2 personal hours and 8 vacation hours. Alternately you may go to 8 hour days for the week and take either 4 hours or 8 hours off at a time.

Employee A		Vacation - 8 hours	8	8	8					10	10	10	10					10	10	10	10
Employee B		Vacation - used 4 / 8 Worked 4	8	8	8					8	8	8	8	8				8	8	8	8

Week Vacation Days w/out a Holiday - Will be required to be taken for individuals participating in the 4 day work week within the week, just as they would during a 5 day week.

Employee A		Vacation - 8 hours	Normal Day Off Vacation - 8 hours				10	10	10	10					10	10	10	10			
Employee B		Vacation - 8 hours				8	8	8	8	8				8	8	8	8				

Week Vacation Days w/ a Holiday - Will be required to be taken in 8 hour increments and will carry over from the previous week or to the following week, and the associates hours during the following week or previous week of a week vacation with a holiday would work a normal 5 day; 8 hour; work week.

Employee A		Holiday - Paid 8 hours	Vacation - 8 hours				Vacation - 8 hours	8	8	8	8				10	10	10	10			
Employee B		Holiday - Paid 8 Hours	Vacation - 8 hours				Vacation - 8 hours	8	8	8	8	8			8	8	8	8			