

Public Works Committee Meeting

April 1, 2024

Members Present: Chairman Jim Engelman, Jeff Link and Mayor Janet Winkler

Members Absent: Barry Mitchell

Others Present: Town Manager, Jonathan Greer and Town Clerk, Tammy Swanson

Call to Order:

Chairman Jim Engelman called the meeting to order at approximately 9:30 am.

Summer Work Hours for Public Works Dept.:

Jonathan stated that he has talked with the Public Works Dept. about working different hours during the summer. The change would include adding an hour to their work day Monday – Thursday, and then getting off early on Friday (Monday – Thurs 7:00am - 4:30pm, Friday 7:00am- 10:30am.). Jonathan stated that this schedule would still give the employees a 37.5-hour work week.

The summer work hours would begin the first full pay period following the transition to daylight savings time, and then end the final full pay period closest to the end of daylight savings time each year.

SUMMER WORK HOURS

Section I. PURPOSE

The Town of Hudson is committed to helping employees face the demands of work, family, and life-related issues by offering flexible work arrangements. The Town supports its departments in exploring and implementing flexible work arrangements.

Section II. WORK HOURS

Full-time employees will work 37.5 hours per week. During summer hours, Public Works employees may work 7:00 am to 4:30 pm Monday through Thursday (8.5 hours per day) and work 7:00 am to 10:30 am on Friday (3.5 hours).

Summer work hours begin the first full pay period following the transition to daylight savings time. Summer work hours end with the final full pay period closest to the end of daylight savings time each year.

Section III. Alternative Schedule

If an employee(s) needs to adhere to the standard 7:30 pm to 4:00 pm schedule, they can, with the understanding they are the employee(s) performing any typical Public Works duties that may arise on Friday after 10:30 am.

Section IV. Emergency Work

As with the standard schedule, any emergency that arises after working hours, such as a natural disaster, could result in employees being called back-in to work. If employees are called back-in, any additional hours worked will be added to their timesheets following normal payroll policies.

Jeff commented that this is the same summer schedule the maintenance dept. at CCC & TI has, and it seems to work well.

Jonathan commented that the City of Lenoir Public Works Dept. works four 10-hour days, with Fridays off, but our Public Works Dept. did not want to do that schedule. Out of the 6 employees in the Dept., only one employee said the summer hour schedule would not work for him. Jonathan stated that this employee could keep the regular work schedule during the summer, and would be available should we need help at the HUB, etc. on Fridays after 10:30 am.

Jeff asked who would be supervising this employee.

Jonathan stated that he would be supervising this employee himself. He added that this employee does a lot of mowing, and would have work to keep him busy.

Jeff asked about the hours for the other departments.

Jonathan stated that he has talked with other departments about changing their work hours, and the response has been positive. The Town Hall staff has decided they would like to add time to their day Mon-Thurs, with time off on Friday. The Recreation Dept. already alters their schedules based on what sports programs they have going on. Jonathan commented that the only department he has not talked with is the HUB Staff; however, they already work different schedules depending on the events they have going on. Jonathan stated that he plans to talk with the Personnel Committee about the flexible work hours at their meeting in May.

Motion: (Jeff Link/Jim Engelman) to approve the Summer Work Hours schedule for the Public Works Department as presented. Unanimously approved.

Adjournment: (Jeff Link/Jim Engelman) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk