

**ITEM # 208-21 CHAPTER 4
PERSONNEL POLICY**



Earl Gibson
Public Works Superintendent
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Department of Public Works
Facility & Mailing Address:
7 Hunter Road, Freeport, ME 04032

Date: September 27, 2021

To: Peter Joseph, Town Manager
Adam Bliss, Town Engineer

From: Earl Gibson, Superintendent of Public Works

Re: Request of change in Public Works (Highway) hours of Operations.

The current hours of operations are as follow

April 15 thru November 15
Monday thru Thursday
6:00am to 4:30pm

November 15 to April 15
Monday thru Thursday
6:00am to 3:30pm
Friday
6:00am to 10:00am

The request for change will be as follow
Monday thru Thursday
6:00am to 4:30pm

We started by doing a comparison of hours from 3:30 pm to 4:30 pm Monday thru Thursday that we need to plow or sand our road compared to 6:00 am to 10:00 am on Fridays that we need to plow or sand our roads. The comparison is based on the last 5 years. For 4 out of the last 5 winters, it was a wash in terms of plowing hours worked from 3:30 pm to 4:30 pm Monday thru Thursday vs 6:00 am to 10:00 am on Fridays. The only exception was FY2019.

The next step was to have a conversation with Jessica Maloy our finance director to confirm there wouldn't be any impact on the budget. Jessica has confirmed there would not be a major impact on the budget given the wages are already built into the budget. Based on a historical review of winter storms, where overtime would be incurred, there is a negligible impact with a move to a four-day work week; meaning we've had just a many "evening" storms as we've had "Friday" storms, making the projected overtime budget also remain flat.

The benefits to the Town:

- There would be a cost-saving of the electricity and natural gas that is needed to open and heat the building on Fridays.
- It would also be beneficial when recruiting new employees.

The benefits to the Employees:

- It would allow our employees more time to rest.
- It would save our employees a round trip drive to and from work once a week. They also would have a saving in gas cost for that trip.

Sincerely,



Earl Gibson
Superintendent of Public Works

*Proposed Ordinance Amendments – Chapter 4 FREEPORT PERSONNEL CODE
SECTION IX WORK HOURS AND WORK WEEK
(additions are indicated by underline, deletions are indicated by strikethrough)*

SECTION IX WORK HOURS AND WORK WEEK

A. Attendance: Employees shall be in attendance at their places of work in accordance with the rules regarding hours of work, holidays, and leave. All Departments shall keep daily attendance records and shall furnish periodical reports to the Town Manager when requested.

B. The following table shall be a partial work schedule of several Departments of the Town:

Department:	Work Week:	Hours of Operation:
General Administration	37.5 Hours	7:30 A.M. to 6:00 P.M. Monday – Thursday
Police	40 Hours	Irregular 7 Days/Week
Fire	40 Hours	Irregular 7 Days/Week
Highway	40 Hours	6:00 A.M. to 4:30 P.M. Monday-Thursday/ Summer
		6:00 A.M. to 3:30 P.M. Monday Thursday; 6:00 A.M. to 10:00A.M. Friday /Winter
Solid Waste	39 Hours	8:00 A.M. to 4:00 P.M. Tuesday-Friday; 9:00 A.M. to 4:00 P.M. Saturday.

Amended ~~03/16/2021~~ 10/19/21

C. Establishment of Hours: The establishment of work hours, work weeks, and other work schedules shall be made and determined by the Town Manager, based upon the recommendations of the Department Heads and the requirement of services, subject to approval by the Town Council.

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