

**Work Week Alternatives
March, 2008**

Original Question
I am interested in finding out which Washington cities or counties use 4 day/10 hour workweek schedules in their Public Works Operations Departments.

Daylight Savings Time Only	Full -Time	Other Than 4 Day/10 Hours	Not At All
27	6	5	12

PONeill@cityofup.com
We do.

Michael Terrell, PE, CCM
Director, Capital Projects & Roadway Structures Seattle Department of Transportation
(206) 684-3078
(206) 423-1255 mobile
Seattle has a flex schedule option that includes a 4-10 hours day schedule. Approval is dependent on coverage for the day off.

Roscoe Slade [roscoe@westrichland.org]
West Richland uses a rolling nine-hour shift, meaning the crews work nine hours Monday through Thursday and eight hours one Friday and have the next Friday off.

Millett, Don [DMillett@ci.kent.wa.us]
We have experimented with alternative work schedules during the summer months for the past 3 years. We have done 4-10's with Fridays off, we tried 9=80's with every other Friday or Monday off, and this summer we may stay with 8 hours per day 5 days per week with an earlier start and stop time.

There are advantages and disadvantages with any schedule you select. It is a matter of preferences. We never lost any production while doing these alternative schedules, but in some cases, we had some additional overtime costs in the water section of operations, but the cost was not significant, and we saved some overtime costs in the street paving activities so it was a wash.

Overall production numbers met or exceeded our expectations. We had mixed feelings from our crews on which schedule worked the best for any given section. It seemed as though 1/3 liked 4-10's and 1/3 liked 9/80, s and 1/3 wanted the 8-hour shift. Based on that we tried all of them.

We have approximately 80 full time employees and 20 temporary employees here at the City of Kent PW Operations. If you have any questions, John you may call me at 253-856-5670 and I would be happy to discuss it with you.

Steven Leniszewski [steven.leniszewski@duvallwa.gov]
Not Duvall. Sorry

Neil Kersten [nkersten@spokanevalley.org]

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We do not.

John Van Lund [johnvl@sjcpublicworks.org], County Engineer ,San Juan County

Generally from March to early October our road crews work 4 ten-hour day weeks.

Bob Giberson [bgiberson@ci.tukwila.wa.us]

City of Tukwila PW O&M works 4/10s with Fridays off

Brian Ziegler [BZIEGLE@co.pierce.wa.us]

We do it every year for our 160 Road Maintenance staff.

Jan Stemkoski [jstemkoski@cityofcentralia.com]

We do not have anyone that works 4 day/10 hour workweeks on a normal basis. We do have crews that have worked that schedule for specific projects where it was thought to be more efficient for that specific work. They work the ten-hour day shift until the project is complete and then they go back to the standard 5 day/ 8 hour workweek.

Carl M. McCrary [cmccrary@kalama.com]

Kalama Public Works uses 4 day/ 10 hour workweeks in the summer time.

Randy Brackett [RandyB@co.island.wa.us]

Island County allows the 4 road maintenance shops 4-10's from April to early October. Usually, it is the mechanic and possibly one other person available on Fridays.

Brueggeman, Bob [BBrueggeman@spokanecounty.org]

Spokane County Road Maintenance Dept. operates 4/10's for approximately 6 months per year running from April to September.

Hal Thomas [hthomas@ci.walla-walla.wa.us]

We observe a 4 day/10 hour work week for Public Works on a seasonal basis only usually from June to October to take advantage of the longer daylight hours. Most divisions take advantage of this. We still maintain a requirement that the individual divisions have a presence 5 days a week from 8:00 to 5:00 PM for contact. Division Supervisors must observe the 5-day work schedule. Our personnel manual allows the Department Head to approve this schedule change in advance upon the request of the Division Supervisor.

Menglou Wang [mwang@ci.arlington.wa.us]

A couple of people are doing 4/10 hours with special permission in Arlington. They have long commutes.

Donald Gatchalian [donald.gatchalian@co.yakima.wa.us]

Yakima County and the 14 cities in the County, I am only aware of one city on 4/10 work schedule - City

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of Sunnyside. However, since the City Manager has left a couple of months ago and the current Manager is in interim capacity, the political leaders are talking about reverting it back to 5-day workweek.

Waarvick, Chris [cwaarvic@ci.yakima.wa.us]

Some do. However, I am very skeptical about the purported benefits that many of the bargaining unit members tout to make it happen for them. I have been moving away from it in those places that it existed for many years.

David Eids [deids@co.walla-walla.wa.us]

Walla Walla County has for approx. 10 years. WSDOT also has flextime.

Ken Miller [Ken.Miller@cityoffederalway.com]

Federal Way uses this kind of schedule in the Summer only and sometimes not both of our Divisions will use it.

Chal Martin [chalm@ci.burlington.wa.us]

Burlington does, coincident w/ daylight savings time. Winter is 5/8.

Ron Garrow [rong@ci.north-bend.wa.us]

Standard 5-eight hour days here in North Bend

Gregg Zimmerman [Gzimmerman@ci.renton.wa.us]

Renton does - during the 6 spring/summer months every year, starting in April.

Albert Tripp [atripp@cawh.org]

Airway Heights Public Works department uses the 4 day/10 hour work week schedule plus the 5 day/ 8 hour work week schedule

Mary Green [MGREEN@co.whatcom.wa.us]

Whatcom County Public Works Road Maintenance & Operations Division schedules road crews for 10 hour days Mon-Thurs 6am-4:30 pm annually from April through Labor Day (Sept). The Managers, Office Staff, and Purchasing stay on 5, 8-hour days year round. There are a few staff in the Engineering Division who also go on 4, 10-hour days during the construction season.

The Equipment Services Division is on 4, 10-hour days all year with crews alternating Mon or Fri off.

There are exceptions: There is 24/7 pagers and skeleton crews such as sign crew who alternate days off for adequate coverage.

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Bridges, Jim [JBridges@ci.sunnyside.wa.us]

In reference to the 4/10 work week the following is a breakdown of weekly work schedules:

Streets: Non-Winter 4/10 – Winter split crew 4/10'

Sewer: Split Crew 4/10 including Friday-Sunday WWTP coverage

Parks: Spring thru Fall split crew 4/10 – Winter crew 4/10'

Water: straight 4/10's

City Council is reviewing the work schedule but the emphasis is on manning City Hall on Friday so I think there will be some split shifting 4/10's there as well.

The 4/10 work schedule has reduced the use of sick leave by the employees after I developed a new policy that required notice and verification of all doctor's appointments, with exception of medical emergencies.

Doug D'Hondt [doug.dhondt@co.kittitas.wa.us]

Kittitas County road crew utilizes the 4-10-hour day from April through September. One-half of the crew works Monday – Thursday. The other half works Tuesday – Friday.

Mark Freiburger [mfreiburger@ci.sedro-woolley.wa.us]

Sedro-Woolley in past years has used a 4x10 schedule for the Street Dept. crews for summertime activities. The logic is that when involved in project activities this was more efficient. We are not planning to do this during the current season however.

Dan Grigsby [grigsbyd@ci.bonney-lake.wa.us]

Hi John; In the winter Bonney Lake Shops work a five-day a week schedule. In the summer, we work a four-day workweek. Our Operations office staff and Engineering staff always works a five-day workweek so someone is there to answer the phone and pass on questions. The only way it would work to have everyone on a four-day workweek would be if the whole City worked that way.

See attached policy and work assignments. A few people cannot work a four-day workweek due to baby-sitting or other personal concerns. We allow this if it is due to family reasons, but not so the individual can hold down a second job.

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William Franz [wfranz@ci.lynnwood.wa.us]

Our treatment plant operators are on 12-hour shifts. The rest of our crews are on 8's.

rmckinley@cob.org

We have in the past but generally do not use 4/10's now.

Daryl Grigsby [DGrigsby@ci.kirkland.wa.us]

I would be very interested in hearing the results of this survey. Three of our four operations sections (water, sewer, streets, surface water) used to be on 4/10. All except surface water dropped it due to a feeling productivity/efficiency suffered. Surface water continued for a couple years, and would like to continue except I determined it was creating operational problems. I asked them to go back to 5/8's 2 years ago but they are interested in going back to 4/10.

Miller, Noel [Nmillier@ci.edmonds.wa.us]

The Edmonds Wastewater Treatment Plant uses a 4/10 schedule. The other Public Works operations divisions do not.

Rorabaugh, Thayer [Thayer.Rorabaugh@ci.vancouver.wa.us]

We do John!

David Vorse, Public Works Director, City of Castle Rock 360-274-7478

City of Castle Rock uses 4/10 in the public works department.

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C. King Fitch [ckf@fridayharbor.org]

We use standard workweek. King Fitch, Town of Friday Harbor

Monte Reinders [mreinders@co.jefferson.wa.us]

Jefferson county does for the road crew during the summer construction season. Not all the crew work the same 4 days, which allows for some presence each day of the week (M-F) and allows for more utilization on certain equipment.

John Guenther [John.Guenther@CO.CHELAN.WA.US]

We do in Community Development

Bill Shoemaker [Bills@ci.sumner.wa.us]

Sumner's field staff, operations goes to 4-10s in the Summer.

Joel Ristau [jristau@co.asotin.wa.us]

Asotin County road crews work 4-10's during certain seasons. We find that it helps our efficiency, especially if we are working remotely from the shop location for days at a time.

Randy Glaeser [rglaeser@co.walla-walla.wa.us]

Per Union Contract, Walla Walla County road crews work 4-10s during Daylight Savings Time (March-October). They switch back to 5-8s during the winter months. I also allow some office staff to work 4-10s during this same period, provided supervisors can develop and implement an effective plan to ensure adequate coverage five days a week to address operational requirements and public requests/concerns. All non-union personnel must sign an agreement that outlines the rules/policies associated with a compressed work schedule. The entire Public Works Department works 5-8s November-February with the exception of our crusher personnel, which work 4-10s year round.

Toby Rickman [trickma@co.pierce.wa.us]

We use this schedule extensively. Especially with our Maintenance forces in the summer.

Larry Waters [lwaters@ci.mukilteo.wa.us]

We use something similar - 9/80ties.

Jakeh Roberts [jroberts@ci.monroe.wa.us]

The Utilities department at the City of Monroe uses the 4/10 schedule for our entire crew during the spring/summer/fall months, and for a selection of employees during the winter.
If you need any more information, please do not hesitate to ask.

Scott McLain [SMCLAIN@cityofpa.us]

Port Angeles does not use any 4/10 schedules for any of its Public Works workers.

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Terwilleger, Debbie [debbie.terwilleger@co.snohomish.wa.us]

Snohomish County Public Works Road Maintenance division implements a mandatory 4 day/10 hour work week schedule from mid February to mid November

Gary Armstrong [Gary@eatonville-wa.gov]

John two years ago here at Eatonville we used 4 ten-hour workweek schedules starting when daylight savings time began in the spring and ending at the end of September. The next year the employees asked to go back on 4 eight-hour days.

Bret Heath [BretH@ci.issaquah.wa.us]

Issaquah uses a 4/10 schedule on occasion during the summer months (May-September). It is an alternative schedule in the Teamster contract but only with the Directors approval.

Malcolm Bishop [mbishop@whidbey.net]

I would sure be interested in the results of this. Our Public Works Maintenance Crew works 5 day/8 hour week during standard time and switches to 4 day/10 hour week during daylight savings. I do not care for the 4-day workweek as it leaves one day without coverage.

Fran Eide [feide@ci.olympia.wa.us]

We have Operations staff on 4 - 10's here at the City of Olympia in the Fleet and Facilities sections.

LGromala@bellevuewa.gov

John- although the City of Bellevue no longer has a Public Works Department, we do have certain staff in the Transportation Department that are in traffic operations (office staff-not field) on a 4day/10 hour work week schedule.