



Yamhill County Public Works Department

14 MAR -6 P2:46

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John F. Phelan
Road Director

William A. Gille, P.E.
County Engineer

Russ Heath
Fleet Supervisor

MEMORANDUM

March 3, 2014

To: Board of Commissioners (BOC)

FROM: Roy Panschow, Road Supervisor
John Phelan, Road Director

RE: Road Division hours of work change to summer hours

The Public Works Department has been on a 5 - 8 hour work week schedule (5 days per week, 8 hours per day) during the winter months.

With the increasing hours of daylight, the Public Works Department requests to revert to the summer work week schedule of 6 work days per week, 10 hours per day, Monday through Saturday.

Note: The work week will consist of 4 consecutive 10-hour days (40 hours) during the 6-day work week period. No employee will be required to work for six consecutive days without the application of overtime rules, consistent with the collective labor agreement and/or law.

3/3/14

This serves as a 10-day notice that, pending approval by the BOC, the Public Works Department will revert to the summer hours of 6 work days per week, 10 hours per day, Monday through Saturday, 6:30am – 5:00pm, Beginning Monday March 24, 2014.

These hours will remain in effect until further notice depending on the department needs.

RECOMMENDATION: Authorize the return to summer hours of the Public Works Department.

Accepted by Yamhill County
Board of Commissioners on
3/16/14 by Board Order
14-134