

**PUBLIC WORKS DEPARTMENT**



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*Land of Cheese, Trees and Ocean Breeze*

February 16th, 2011

FROM: Liane Welch, Director

SUBJECT: Summer Work Schedule and Change of Hours of Operation

On February 28<sup>th</sup>, 2011 Public Works field and shop crews begin their work schedule of 4 – 10 hour days (Monday – Thursday). In order to support the field and shop crews, the Public Works office will also begin working the same shift at the same time. Both the crew and office will resume working 8 hour days (Monday – Friday) starting Monday, October 31<sup>st</sup>, 2011.

Historically, the field and shop crews have worked 4– 10 hour days during the summer season. We have found that it is more efficient to work longer days during the summer, and money is saved by only having to mobilize the crews for four days instead of five. With a reduced staff, we again believe it is more efficient to work 4 – 10's.

Due to the 4 – 10 hour work schedule, Public Works will be closed on Friday's. Public Works will also be closed for the following holidays: Monday, May 30, 2010 Memorial day; Monday, July 4<sup>th</sup>, Independence Day; Monday, September 5th Labor Day. Please note that due to budget constraints changes might occur.

Please call at 503-842-3419 if you have any questions.

Cc: BOC  
Dept. of Community Development  
Human Resources