



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

05/03/24

To: Hamburg Township Board of Trustees  
From: Tony Randazzo

Re: DPW Ten Hour Workday

At the request of the DPW staff, I seek approval from the Board to implement a ten-hour workday for the department. This will also entail new working hours at the DPW which will be 6:30-4:30, Monday-Friday. Currently, the hours of operation are 7:00-3:00, with the exception of one on call employee who works until 3:30. To accomplish this, every employee will work ten hours on Tuesday-Thursday. On Friday, there will be two employees working and on Monday, everyone will work except the two who will be in on Friday.

This new arrangement is a win-win for the Township and for the DPW full-time staff. Hours serving the public will increase, overtime will decrease by having staff here earlier and later in the day, and Holiday pay will see a small reduction as well. On the flip side, employee morale and satisfaction will increase from this proposed plan.

As with any change of this magnitude, I suggest that we try this plan for a ninety-day trial period to make sure that it has the intended results for all parties.