



VILLAGE BOARD MEETING**From:**

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON**Meeting Date:**

June 24, 2025

Title:

Approval of amending hours of operation at Village Hall

Recommended Action:

Motion to amend Village Hall office hours to 7:30 to 3:30 to be uniform for all staff.

Issue:

None.

Background and Additional Information:

Currently, at Village Hall, office staff operate on two different schedules: some work from 7:30 AM to 3:30 PM, while others work from 8:00 AM to 4:00 PM. The staggered schedule was intended to extend office hours for public access; however, this has presented several challenges. One of the primary issues is staffing—when employees are out due to vacation or illness, it becomes difficult to ensure that at least two people are present until 4:00 PM, which is important for both safety and security. Additionally, assigning employees to either shift in a fair and balanced manner has proven difficult while keeping segregation of duties.

Current Village of Harrison Staff Hours:

- Harrison Utilities - office staff: 7:30 AM to 3:30 PM
- Harrison Utilities – operators: 7:00 AM to 4:00 PM Monday to Thursday and from 7:00 AM to 11:00 AM on Fridays
- Public Works - summer hours: 6:00 AM to 4:00 PM Monday to Thursday
- Village Hall - office staff: 7:30 AM to 3:30 PM, and 8:00 AM to 4:00 PM, Monday to Friday

Comparison with neighboring communities:

- Combined Locks – Monday to Friday 7:30-4:00
- Sherwood – Monday to Thursday 7:30-4:00 and Friday 7:30-1:30
- Greenville – Monday to Thursday 7:00-4:00 and Friday 7:00-12:00
- Buchanan – Monday to Thursday 7:00-4:00 and Friday 7:00-12:00
- Brillion – Monday to Thursday 8:00-4:30 and Friday 8:00-12:00
- Kaukauna – summer hours Monday to Thursday 7:30-4:30 and Friday 7:30-11:00
- Grand Chute – Monday to Thursday 7:00-4:30 and Friday 7:00-11:00
- Little Chute – Monday to Friday 8:00-4:30
- Freedom – Monday to Thursday 8:00-4:00 and Friday closed
- Kimberly – Monday to Friday 8:00-4:00 and Friday 8:00-12:00
- Chilton – Monday to Thursday 7:30-4:30 and Friday 7:30-1:00

To address these challenges, and by reviewing neighboring communities, staff is recommending standardizing all office staff hours to 7:30 AM to 3:30 PM. This change would affect minimal staff and promote fairness and consistency.

A survey was sent to office staff to get their opinions and feedback on this topic, and two questions were posed:

1. Do you support uniform office hours of 7:30 AM to 3:30 PM, Monday through Friday?
2. Given the opportunity, would you prefer a year-round schedule of 7:30 AM to 4:00 PM, Monday to Thursday, and 7:30 AM to 1:30 PM on Fridays?

Out of 10 employees, all were in favor of or neutral on question 1, and 7 employees were for question 2.

Budget Impacts:

None.

Attachments:

None.