



MEMO

Human Resources | Department of Public Works

To: Personnel & Finance Committee

From: Elisa Hodge, HR Director | John Neumeier, Director of Engineering

Date: 2/19/2025

Re: DPW Work Hours Schedule Change

Background information:

The DPW hourly staff have proposed moving from the current work hours schedules to a version of the "Summer Hours" program year-round for that department. The current pay practice for overtime is to calculate the premium pay (1.5x regular rate of pay) on daily hours exceeding 8. The current premiums also pay double time (2x regular rate of pay) on Sunday hours and overtime (1.5x regular rate of pay) on Saturday hours.

Strategic Plan:

The current schedules for DPW are:

4 am - 12 pm M-F or

7:00 am - 3:30 pm M-F ("school year") w/30 minute lunches

4:00 am - 12:30 pm M-Th/4:00 am - 10:00 am F ("summer") or

7:00 am - 3:30 pm M-Th/7:00 am - 1:00 pm F ("summer") no lunches

It is proposed to move all DPW hourly staff and leadership positions to the "Summer" schedules as a year-round schedule. [This does not include the DPW Admin position, which will continue to follow the office hours throughout the year]

The daily overtime for hours worked in excess of 8 hours will be removed and DPW hourly staff will follow the weekly overtime rules in place for other hourly non-exempt departments. In accordance with the Fair Labor Standards Act, weekly overtime is required to be paid for all hours worked in excess of 40 hours in the defined pay week. The City of Kaukauna's pay week is defined as 12:00 am Thursday - 11:59 pm Wednesday.

The proposed benefits of this change are:

- Reduction in lost productivity when employees have to stop working at a location to secure equipment and to drive back to the DPW yard for 30-minute lunches, to then turn around and head back out to a location and re-start work.
 - Seasonal employees under 18 will still be required to follow labor laws regarding breaks and meal periods.
- Increased engagement for employees having flexibility for Friday afternoons for appointments, child care, etc.
- Leadership will have the ability to better manage weekly overtime costs by managing work hours on a future date in the pay week if an employee is required to stay over on an earlier day in the pay week.

Budget:

There is no budget impact anticipated to this change.

Staff Recommended Action:

Staff recommend approving the standard work schedules described to be the standard year-round schedules. The Employee Handbook will include the approved changes with the next applicable update.