

Village Office Hours

2025 Village Goals and Objectives

Goal 4 Objective 4.1

Providing Services to the Community

2025 Village Goals and Objectives:

- **Goal 4: Promote a Positive Community Image**

- Objective 4.1: **Providing services to the community** – Review administrative office hours and the inclement weather closing policy.
- Objective 4.2: **Ordinance enforcement** – Complete ordinance codification, finalize engineering standards, enhance enforcement efforts, and explore funding opportunities.

Promote a Positive Community Image: Providing Services to the Community

- What services are important to the community:
 - Number of days/week the village offices and staff are available to residents
 - Number of hours/week the village offices and staff are available to residents
 - Number of days/week the village offices and staff are available to residents early in the morning – 7:00am start

What Is Important to our Staff:

Work/Life Balance

- Days/week schedule
 - Four-day work week
 - Three-day weekend
 - Four-day weekend (alternating four-day schedule)

Village office schedule can be a balance:

Providing Services to the Community

- and -

Work/Life Balance

Village Office Hours

“Cut to the chase”

	Current Schedule	OPTION		
		1	2	5
Provide Services: Office Open To Residents				
Days/Week	4	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>
Hours/Week	38	50 <input checked="" type="checkbox"/>	50 <input checked="" type="checkbox"/>	50 <input checked="" type="checkbox"/>
7:00 am open	4	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>
Staff Work/Life Balance				
Four day work week	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Three day weekend (every weekend)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Four day weekend (alternating 2 & 4 day)			<input checked="" type="checkbox"/>	
* Note: 36 vs. 40 hr workweek (loss of 1 hr/day)				*

Councilman Proposal Option 1

- Office/Window open 5-days/week
- Office/Window hours 7:00-5:30 M-F
- Manager & Staff work 4-days, 10 hrs/day
- Staggering schedule so all 5 days are covered

Resident Proposal Option 2

5 Day Work Schedule

A = mgr

B = Clerk trees

C = full time emp

D = full time emp

E = 20 hr emp

F = 20 hr emp

Suggested Rules

A + B can switch

C + D can switch

E + F can switch

Each employee should work
their normal number of hours
in 2 weeks

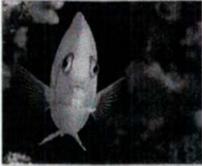
The office should have a minimum of 2
in the office for Vacation Scheduling

Either A or B should be in office
while office is open.

Resident Proposal Option 2

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 ACF BDE	3 ABCDEF E	4 ABCD EF	5 ABCDEF E	6 BDE ACF Eid al-Adha Begins	7
8	9 BDE	10 ABCDEF E	11 ABCD EF	12 ABCDEF E	13 ACF BDE	14
World Oceans Day	15 ACF	16 ACF	17 ABCDEF E	18 ABCD EF	19 ABCDEF E	20 BDE
15	16 ACF	17 ABCDEF	18 ABCD	19 ABCDEF	20 BDE	21
Father's Day	22 BDE	23 BDE	24 ABCDEF E	25 ABCD EF	26 ABCDEF E	27 ACF BDE
22	23 BDE	24 ABCDEF	25 ABCD	26 ABCDEF	27 ACF	28
29	30 ACF BDE					

Resident Proposal Option 2

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	30 ACF BDE	1 ABCDEF E	2 ABCD EF	3 ABCDE F	4 OFF Independence Day	5
6	7 BDE ACF	8 ABCDE F	9 ABCD EF	10 ABCDEF E	11 ACF BDE	12
13	14 ACF BDE	15 ABCDEF E	16 ABCD EF	17 ABCDEF F	18 BDE ACF	19
20	21 BDF ACE	22 ABCDEF E	23 ABCD EF	24 ABCDEF F	25 ACE BDF	26
27	28 ACE BDF	29 ABCDEF F International Tiger Day	30 ABCD EF	31 ABCDEF E		

Councilman Proposal Option 3

- Office/Window open 5-days/week
- Office/Window hours 7:00-5:30 M-Th, 7:00-3:30 Fr
- Manager works 5-days, 8 hrs/day, 7:00-3:30
- Staff works 4-days, 10 hrs/day, 7:00-5:30

Village Manager & Staff Proposals Option 4

WORK SCHEDULE - FOUR-DAY, 10-HOUR FLEX SCHEDULE; STAGGERED OFFICE HOURS

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9 AM - 6:30 PM	All (Corrine & Cherie - 8 hrs)	All (Corrine & Cherie - 8 hrs)		
7 AM - 4:30 PM			Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb, Cherie (4 hrs)

Village Manager & Staff Proposals Option 5

WORK SCHEDULE - FIVE-DAY, 10-HOUR FEX SCHEDULE; UNIFORM OFFICE HOURS

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 AM - 4:30 PM OR 8:00 AM - 5:30 PM	Lynsey, Darwin, Barb, Corrine, Cherie (Corrine & Cherie 8 hrs)	All (Corrine & Cherie 8 hrs)	Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb	Sonja, Barb, Cherie (4 hrs)

Village Manager & Staff Proposals

Option 6

WORK SCHEDULE - FIVE-DAY, NO FLEX

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 AM - 5 PM	All	All	Lynsey, Sonja, Barb, Darwin, Corrine (4 hrs)	Lynsey, Sonja, Darwin, Barb, Cherie (4 hrs)	Lynsey, Sonja, Darwin, Barb

Lake Orion Village Office Hours – Schedule Options Comparison

Village Manager & Staff Work Schedule

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Village Manager Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-3:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-4:30	9:00-5:00
Work Week Days	5	4	4	4	5	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	8	9	9	7.5
Staff Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	8:00-5:30	9:00-5:00
Work Week Days	5	4	4	4	4	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	10	9	9	7.5

Lake Orion Village Office Hours – Schedule Options Comparison

Village Staff and Office Availability to Residents

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Window Schedule								
Window Hours	8:00-4:30 M-F	7:00-4:30 M-Th	7:00-5:30 M-F	7:00-5:30 M-F	7:00-5:30 M-Th	9:00-6:30 M, Tu	7:00-5:30 M-F	9:00-5:00 M-F
Window Hours		-			7:00-3:30 F	7:00-4:30 W, Th		
Days/Week Office Open	5	4	5	5	5	4	5	5
Hrs/Week Window Open	40	38	50	50	48	36	50	35.5
Days 7:00 am open	0	4	5	5	5	2	5	0

Lake Orion Village Office Hours – Schedule Options Comparison

Customer Service & Work/Life Balance

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Customer Convenience Days/Week Office Open Hrs/Week Window Open Days 7:00 am open	+ + -		+ + +	+ + +	+ + +	- -	+ + +	+ - -
Work/Life Balance Days/Week Schedule (4) Four Day Weekends	-	+	+	+ +	+ -	+	+	-
Issues/Remediation Expertise Every Day Open Vacation Coverage Staff workweek less than 40hrs			Clerk/Treasuer X-training Flex Schedule w/VM or Part Time	Clerk/Treasuer X-training Flex Schedule w/VM or Part Time	Flex Schedule w/Staff or Part Time	Revise staff work schedule to obtain 40 hrs/wk	Clerk/Treasuer X-training Flex Schedule w/VM or Part Time Revise staff work schedule to obtain 40 hrs/wk	Revise staff work schedule to obtain 40 hrs/wk

Summary:

- Village Manager & Staff Schedule:
 - Options 1, 2, and 5 achieve four-day work week for Village Manager & Staff
 - Options 1, 3, 4, 5, 6 have Village Manager and Staff working the same days every week. Option 2 utilizes a rotating schedule where working days each week change but enables four-day weekends every other week.
 - Options 1 and 5 are identical except option 5 has the Village Manager and Staff working less than a 40-hour workweek (same pay; fewer hours)
- Village Staff and Office Availability to Residents:
 - Options 1, 2, 3, and 5 achieve at least 10 hours/week additional availability to residents than the current schedule
 - Options 1, 2, 3, and 5 achieve one additional day of availability of staff and office to residents than the current schedule (5 days vs. current 4 days)

Additional Information

Lake Orion Village Office Hours – Schedule Options Comparison

	Previous Schedule	Baseline	1	2	3	4	5	6
Schedule	5 Day 8 Hrs/Day Everyone 5-Days Previous Schedule	4 Day 10 Hrs/Day Everyone 4-Days Current Schedule	5 Day 10 Hrs/Day Flex 4-Day Schedule Dandalides Proposal	5 Day 10 Hrs/Day Flex 4-Day Schedule - Four Day Weekends Harry Stephen Proposal	5 Day 10 Hrs M-Th 8 Hrs Fri VM - 8 Hrs M-F Staff 10 Hrs M-Th Lamb Proposal	4 Day 9 Hrs/Day All - 9 Hrs M, Tu 9:00-6:30 All - 9 Hrs W, Th 7:00-4:30 Staff Prop #1	5 Day 9 Hrs/Day Flex 4-Day Schedule Staff Prop #2	5 Day 7.5 Hrs/Day Everyone 5-Days Staff Prop #3
Village Manager Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-3:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-4:30	9:00-5:00
Work Week Days	5	4	4	4	5	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	8	9	9	7.5
Staff Schedule								
Work Schedule Hours	8:00-4:30	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	9:00-6:30 M, Tu 7:00-4:30 W, Th	8:00-5:30	9:00-5:00
Work Week Days	5	4	4	4	4	4	4	5
Work Week Hours	40	40	40	40	40	36	36	37.5
Work Day Hours	8	10	10	10	10	9	9	7.5
Window Schedule								
Window Hours	8:00-4:30 M-F	7:00-4:30 M-Th	7:00-5:30 M-F	7:00-5:30 M-F	7:00-5:30 M-Th	9:00-6:30 M, Tu 7:00-4:30 W, Th	7:00-5:30 M-F	9:00-5:00 M-F
Window Hours		-			7:00-3:30 F			
Days/Week Office Open	5	4	5	5	5	4	5	5
Hrs/Week Window Open	40	38	50	50	48	36	50	35.5
Days 7:00 am open	0	4	5	5	5	2	5	0
Customer Convenience								
Days/Week Office Open								
Hrs/Week Window Open								
Days 7:00 am open								
Work/Life Balance								
Days/Week Schedule (4) Four Day Weekends								
Issues/Remediation								
Expertise Every Day Open			Clerk/Treasuer X-training	Clerk/Treasuer X-training			Clerk/Treasuer X-training	
Vacation Coverage			Flex Schedule w/VM or Part Time	Flex Schedule w/VM or Part Time	Flex Schedule w/Staff or Part Time		Flex Schedule w/VM or Part Time	
Staff workweek less than 40hrs						Revise staff work schedule to obtain 40 hrs/wk	Revise staff work schedule to obtain 40 hrs/wk	Revise staff work schedule to obtain 40 hrs/wk