

REVISED EMPLOYEE MANUAL POLICY NO. 12 – SHIFT WORK POLICY

**Finance and Administration Committee Meeting
February 26, 2024**



CURRENT AGENCY STAFF WORK SCHEDULE

8/40 – Laboratory

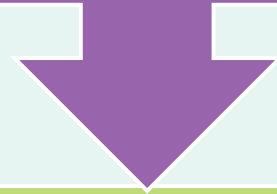
7 days on/7 days off (12 hours shifts) – Treatment Plant Operators

9/80 – All Regular Fulltime Employees

- Flexible Workplace Program – Eligible Employees

STRATEGIC PLAN (SWOT) & EMPLOYEE COMMUNICATIONS SURVEY

Proposed a 4/10 schedule for those not eligible for the FWP



Suggested shift for eligible positions:

Monday through Thursday and off every Friday

WHAT IS 4/10 WORK SCHEDULE?



BENEFITS OF THE 4/10 WORK SCHEDULE



**Extended
Weekends**



**Reduced
Commute**



**Increased
Productivity**



**Employee
Satisfaction**



**Recruitment
and
Retention**

SURVEY (ATTACHMENT 1)



**SURVEYED BENCHMARK
AGENCIES**



**9 OF THE 12 AGENCIES
SURVEYED OFFER A
4/10 SCHEDULE**

FINANCIAL IMPACT



Eligible positions in the Operations and Customer Service Departments will work the 4/10 schedule of Monday through Thursday and off every Friday.



Financial impact for on-call and standby staff to cover the additional Friday off.



The impact is estimated to be approximately \$60,000, up to \$160,000 if crews need to be called in to repair mainline leaks/breaks.

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors approve the revised Employee Manual Policy No. 12 – Shift Work Policy.

QUESTIONS