



CITY OF TONKA BAY

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ITEM NO. 4B

Memo

To: Mayor and City Administrator
Lindy Crawford, City Administrator

From: Robin Bowman, Public Works Superintendent

Date: June 23, 2015

Re: Summer Hours for Public Works

Per Council direction, I will go ahead with the proposed summer hours for Public Works. The summer hours will run Memorial Day through Labor Day and consist of 4 days at 9 hours Monday-Thursday and then a 4-hour day on Friday. Hours over 8 hours of actual time worked have the option of overtime or comp time per the Public Works Superintendent's discretion. Vacation and sick leave hours are paid at straight time. Holidays are paid at 8 hours of straight time.

After talking with our Bookkeeper, it would work out best to start on a new pay period and that will be on the 22nd of June through Labor Day (September 7, 2015) and Memorial Day (May 30, 2016) through Labor Day (September 5, 2016). As a side note, this may be added to the union contract in December of 2016.

Our current working day is 6:00 a.m. until 2:00 p.m. We do not take lunch, and we have combined our two 15-minute breaks to one 30-minute break at 9:00 a.m. We will still take the one break but it will move to 9:30 a.m. Our start time will be 5:30 a.m. until 2:30 p.m. with "no lunch break".

The summer helpers and I will follow our summer hours. Staff has asked me to please pass along a big "Thank You" to the Mayor, Council, City Attorney and City Administrator for allowing us to have summer hours, as well as me.