

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: \_\_\_\_\_

Meeting Date: June 10, 2024

Submitted By: Facilities Management

Department: \_\_\_\_\_

Signature of Elected Official/Department Head:  
\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
 <p style="color: red; font-weight: bold;">June 10, 2024</p>

**Description:**

Discuss Possible Implementation of a Four-Day Work Week, Ten Hours a Day, Six Month Trial for Facilities Management Maintenance Staff

---

---

---

---

---

---

---

---

---

---

(May attach additional sheets if necessary)

**Person to Present:** \_\_\_\_\_

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** \_\_\_\_\_ minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor

Personnel     Public Works     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**

Duc (Tech II)	6:30am-5:00pm	6:30am-5:00pm	6:30am-5:00pm	6:30am-5:00pm	OFF
Randy (Tech II)	7:00am-5:30pm	7:00am-5:30pm	7:00am-5:30pm	7:00am-5:30pm	OFF
Roger (Tech II)	7:00am-4:00pm	7:00am-4:00pm	7:00am-4:00pm	7:00am-4:00pm	7:00am-4:00pm
Ajay (Tech II)	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm
Mike (Tech II)	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm
Robert (Tech I)	6:30am-5:00pm	6:30am-5:00pm	6:30am-5:00pm	6:30am-5:00pm	OFF
Eric (Tech I)	OFF	7:00am-5:30pm	7:00am-5:30pm	7:00am-5:30pm	7:00am-5:30pm
*Vacant (Tech I)	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm

THINGS TO NOTE:

- ADMINISTRATIVE/CUSTODIAL STAFF SCHEDULE'S REMAIN UNCHANGED (8-5 M-F)
- HIGHER ATTENDANCE, GREATER RETENTION/RECRUITMENT
- GREATER COVERAGE OF FACILITIES THROUGHOUT WEEK (6:30-5:30 M-F)
  - MOCK SCHEDULE REQUIRES 30 MINUTE LUNCH
- BETTER FLEXIBILITY TO WORK PROJECTS REQUIRING AFTER HOURS/WEEKENDS
  - MAY BE REQUIRED TO WORK OVERTIME BUT STILL HAVE 2-3 DAYS OFF (INCREASED WORK/LIFE BALANCE)
- THREE MAINTENANCE STAFF ELECTED TO REMAIN 8-5 M-F (\*VACANT TECH STAYS 8-5 UNTIL PROPERLY TRAINED, THEN 6:30-5 T-F)