

PUBLIC – DPW 2026 CONSTRUCTION SEASON HOURS

MEETING DATE: 2/23/26

REQUESTED BY: ADAM JACOBS, DIRECTOR

ISSUE:

The Director of Public Works requests approval to shift the DPW work schedule during the 2026 summer construction season (March 30th – October 9th).

BACKGROUND INFORMATION:

The DPW annually shifts the work schedule during the non-winter months from a (5) 8-hour day model to a (4) 10-hour day model. This provides longer periods of work with fewer periods of daily mobilization and demobilization, and is preferred as long as the seasonal daylight hours permit. Attached is a sample of the memo which must be signed by all affected employees.

FINANCIAL IMPACT:

None anticipated.

RECOMMENDATION:

Motion to approve the DPW 2026 construction season schedule as proposed.

ATTACHMENTS:

- Sample 10-hr schedule staff agreement

Memorandum

To: DPW Highway, Cemetery, and Fleet Maintenance employees

From: Adam Jacobs, Director
Mike Hillhouse, Assistant Director

Date: February 24th, 2026

Re: Proposed 2026 Construction Season Work Schedule

Beginning the week of March 30th, 2026 and ending October 9th, 2026, we will be working four consecutive 10-hour days per week. In order to operate within the laws set forth by the NH Department of Labor, the following guidelines will apply:

All employees listed in the divisions above must approve of this policy in writing for it to be in effect.

The workday will be from 6:30 am – 4:30 pm, Tuesday through Friday for the Crew and Supervisors. If any issues arise from the 6:30 am – 4:30 pm workday, the schedule will be changed to 7:00 am – 5:00 pm.

Two fifteen-minute breaks at the job site will be scheduled during the workday (mid-morning and mid-day). I suggest packing a lunch. ***There will be no scheduled paid or unpaid half-hour lunch break, and acceptance of this work schedule shall serve as waiver of the normal lunch period.***

Leave taken during this period will require 10 hours for a full day. As a reminder, accruals are only 8 hours each for personal days.

The weeks with the holidays of Memorial Day, Juneteenth, Independence Day, and Labor Day will be scheduled as two 11-hour workdays and one 10-hour workday. Leave time used during these weeks will count as actual hours taken per day.

Payroll is submitted Monday mornings; all timecards, applications for leave, or any other paperwork required for payroll will be completed by the end of the shift on Friday. As always, it is the responsibility of the employee to have his/her time properly noted by the end of the week. ***Payroll will be entered from the information on the timecard. Failure to have the proper information on your timecard could result in unnecessary errors in pay.***

This agreement will in no way affect the Union Contract or represent a past practice.

If the parties determine at any time that this revised schedule is not working due to failure to comply with these guidelines, we will revert to our normal 5-day schedule with a half hour unpaid lunch break, after a two-week notice.

This policy will remain posted while in effect.

Please sign in the space below if you agree to accept these guidelines.

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____