



**H O H O K A M**

*The Power of Choice*

January 17<sup>th</sup>, 2019

## NOTICE OF NEW OFFICE HOURS

The District has adopted a new compressed workweek schedule that will affect its regular office hours. **Effective Monday, February 25th, 2019, the District's new office hours will be Monday through Thursday from 7:00 a. m to 5:30 p. m, with the office being closed on Fridays.**

New office hours will not affect the District's response to outage situations which will remain a 24 hour 7 day a week service. Outages during non office hours should be directed to ED#2 at 520-723-7741.

Over the last several years, more and more employers have adopted compressed work schedules for their employees. There are a number of reasons for this trend, for the most part, it has shown that it saves employers funds, and at the same time, it provides employees with a better work-life balance.

The district has studied the experience of a number of small municipal and cooperative utilities that have recently adopted 4-day 10-hour workweek schedules. All have indicated that the primary reason for the change was the expected savings in operational costs. Another benefit was a boost in employee morale and job satisfaction because of the extra day off to spend with family or take care of personal business.

It should be noted that our new compressed workweek schedule is on a trial basis. After a period of time, if the District determines that the cost savings and other benefits do not materialize, or that the new work schedule has an adverse affect on our ability to service our customers properly, we will consider returning to a 5 day workweek.

Sincerely,



Sidney Smith