4 day work week

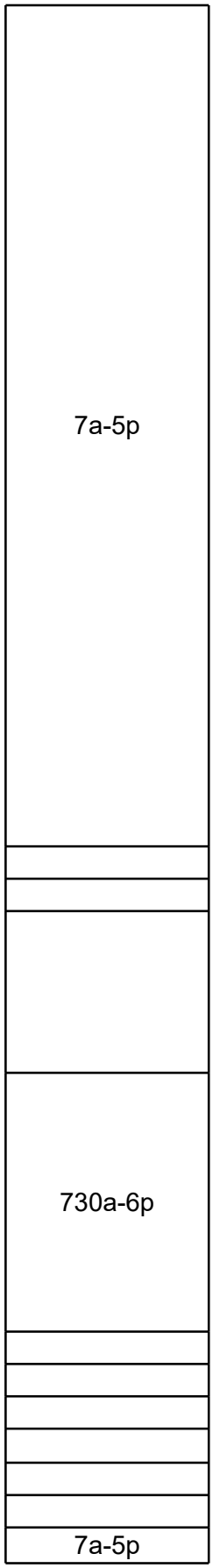
City/Town	have 4 day week	when transitioned	what day off
Alfred	yes	2003	Friday
Arundel	yes		Friday
Auburn	no		
Augusta	no		
Bath	yes	10/1/2023	Friday
Biddeford	yes		Friday
Ellsworth	yes 4.5 day week		Friday @ noon
Freeport	yes	2009	Friday
Fryeburg	yes	2023	Friday

Gorham	yes	Jul-23	Friday
Hancock County	no		
Jay	no		
Kennebunk	no		
Kittery	yes	2017	Friday
Lisbon	no		
Lewiston	no		
Ogunquit	no		
Rockland	yes 4.5 day week		Friday @ noon
Saco	no		
Sanford	yes	2021	Friday
Scarborough	yes		Friday

Union	yes	2020	Friday
Windham	yes	Jun-23	Friday
Winslow	yes	2021	Friday
Yarmouth	no		
York County	no		
York	no		

work hours

730a-530p (closed 12-1 for lunch)
M/T 7a-5p & W/Th 8a-4p
730a-6p


7a-5p
730a-6p
7a-5p

M/W 7a-5p, Tues 7a-6p & Th 7a-4p
8a-6p

impacts

Gave up nights, little to no negativity, no small children, so no day care impact
We have 40-hour salary employees (Four 10-hour days) and 36-hour hourly employees (Four 9-hour days).) Staff is very happy with the change, and it has had a positive impact on morale (feeling their requests were heard, having a long or extra-long weekend, more time for personal activities). Public had an adjustment period, but no actual complaints. They are happy to have “extended hours” in the morning and afternoon. There were far more complaints about our former 8:30-4:30 schedule; with and without the lunch closure which was instituted during covid and has continued. We have flexibility to adjust schedules based on individual situations and jobs; with approval from the department head and
They are closing early on Friday, at noon. They have changed to a half hour lunch to make this workable for city hall staff. They are still working a 40 work week.
The change was made to save energy costs (buildings and commuters) Public liked consistent hours. We are open 42 hours, everyone works 37.5 hours, so all schedules vary. It can be an issue with sick or vacation absences but it really hasn’t been a big problem.
It was easy for the staff as they all have flexible schedules and are able to make a 10 hour day work. I think the staff was excited about the transition and the residents were not nearly as upset as I thought they would be. It was a pretty smooth transition. The things we didn’t quite think about is how to deal with various vacations (Friday after Thanksgiving being one) and various banking related things. We

Some departments couldn't make a full transition due to the nature of their services: Public Works does 4 days during spring/summer but moves back to 5 days during the winter due to lack of daylight and frequency of winter weather. Library remains open 6 days per week. Rec Department officially changed to a 4-day workweek but they still have Friday programming and some weekend events, which necessitates staff maintaining very fluid/flexible schedules. Police and Fire administrative offices elected to remain open 5 days. Still assessing. My understanding is that there have been very few complaints from the public (approx 3 in 6 months). The complaints were from people who wanted the Town to continue offering one late close day (e.g. 7pm); however, the Clerks Office reported having relatively few transactions on late days back when we did offer them. Employees who changed to the 4-day workweek seem to all enjoy having a 3-day weekend, although a few people have needed schedule accommodations due to limited daycare hours. The long workday can also be challenging for folks who have dogs at home or long commutes. From an administrative standpoint, figuring out how to handle holidays and accruals was challenging. We ultimately decided to give a floating holiday to employees who are not scheduled to work on the day the holiday falls. The number of hours they receive is equivalent to their total base workweek divided by the number of days they are scheduled to work (e.g. 38/4=9.5). A unique challenge for us was that some employees were on a 40 hour workweek but other employees were on a 37.5 hour workweek. 37.5 equates to 7.5 hours per day on a 5-day workweek but that didn't translate well to a 4 day workweek. We ultimately changed the workweek for positions impacted by the 4-day workweek to a 38 hour workweek to allow for an even 9.5 hours/day, which meant we also needed to amend how much vacation and sick time they accrue each pay period. But we have people working 40, 38, and 37.5 hours. And since 7am-5pm is just 10 hours, the 40 hour people essentially get a paid lunch, whereas everyone else has a 30 min unpaid lunch. We didn't change everyone to 40 hours for budgetary reasons. Some employees also prefer fewer hours in the workweek. At the discretion of department managers, employees who were hired before the schedule change can come in to the office on Fridays to make up time, or they can flex their time within the 4 day workweek (e.g. arrive early/leave late). There would need to be work available to perform on a Friday in order for
Our Employee Working Group discussed a four day work week last year and decided to wait another year (which is this year). Interestingly, we recently hired two experienced employees from two other municipalities who transitioned to a four day work week. These two employees shared that day care, commute, and family work/life balance as a result of the transition made them look elsewhere. Not sure what this means but it’s interesting. Some people here said they would love the four work days. Others
The Town of Kittery transitioned to a four, 10-hour day workweek for Town Hall employees sometime before I started here in 2017. It was well received by most employees, however it sometimes posed a problem for employees with children or other personal responsibilities that didn’t line up with a 7:30 a.m. to 6:00 p.m. workday.. In January of 2023, we transitioned to a standard 35-hour work week throughout the Town, with the exception of the PD, who work a different schedule. Many of our locations kept have a five, 7-hour day work week. Town Hall Departments were allowed to choose between four 8.75-hour days or five days totaling 35 hours with a short Friday. The Town Clerk’s Department chose the five-day schedule, which allowed us to re-open that section of Town Hall on Fridays. Our PD Dispatch and
Exempt still work 40 hours and Union work 37.5. We too have decreased to half hour lunches.
Pros – work/life balance, hiring/retention, open earlier and later for citizens & Cons – daycare

Happier employees and retention. Con, a few complaints from the public, but most of those folks would complain if you were open 23 hours a day 7 days a week, thinking you should be open 24
paid lunches, For those unable to work the schedule the Town Manager has allowed department heads to flex time as long as the public's needs are being met.
The staff is much happier. The public both likes it and hates it. We still have many people that try to come in on Fridays, but we use to close at 4:30 and are now open till 6. So, a lot of people like that also. None of our staff has daycare issues, so our schedule works for everyone. There are two staff members, me (HR) and the Assessor that work 7-5 instead of 8-