Town of Lisbon

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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Order Authorizing the Town Manager to Adopt a Permanent 4-Day Workweek for the Town Office
Date: September 17, 2024

Summary

I would like to thank you for allowing us to pilot the four-day work week over the summer. It has proven to be a valuable tool in keeping our staff motivated, engaged, and happy. Now that the summer has come to an end, I would like to open a discussion on adopting this schedule permanently, as several surrounding towns have already done.

Attached, you'll find data showing higher transaction volumes in the early morning hours, particularly since we began opening at 7:45 AM. Additionally, while we are not as competitive in wages compared to nearby towns like Lewiston, Auburn, Topsham, and Brunswick, this schedule offers a distinct advantage in recruitment and retention. Although Lewiston has recently adopted a similar policy, I believe that our smaller, lower-stress work environment, in contrast to the faster pace of larger towns, will continue to make us an attractive place to work.

I plan to bring a formal proposal for permanent adoption of the four-day work week to the October meeting. As we consider this transition, we will remain mindful of how it may impact operations during the winter months, especially since we rarely close for inclement weather.

I welcome your feedback and look forward to discussing this further.

Recommendation

The Town Council hereby authorizes the Town Manager to adopt the 4-day workweek schedule for the Town Office on a permanent basis, subject to the development of a permanent policy to be reviewed and approved by the Council.

Attachments

1. trio data 2024 (1)
2. trio data 2023 (1)