



AFSCME COUNCIL 93, LOCAL 1703: Shift to Summer Hours – 2023 Side Letter

To: School Committee
Becky McFall, Superintendent

From: AFSCME Council 93, Local 1703

CC: Mary Ellen Normen, Administrator for Business and Finance
Brandon Kelly, Facilities Director

Date: March 15, 2023

Subject: Shift to Summer Hours – 2023 Side Letter

Beginning Monday, July 3 and continuing through Friday, August 11, 2023, the Custodians request School Committee approval to shift to a four-day work week for Summer 2023. Summer hours and shift coverage under this request will not require overtime coverage of shifts.

Employees are expected to work the same total number of hours in four days as they would work during a five-day workweek. Any Days taken off during this 6-week work period will count as 1.25 days.

We understand that Schools and offices will be closed on Tuesday, July 4, 2023 in observance of the Fourth of July Holiday.

This side letter does not include the following positions which will continue working 5 days per week for 8 hours and will adjust their hours based on supervision or work needs.

- Part-Time Unit Members
- Electrician Regular 12-month Hours - 3 x 4-hour shifts, *TWTH, Saturday 8 hours

We understand that the Facilities Director approves the request for specific shift options and may require a change when vacations or other time off requests leave a shift understaffed. We also understand that the Facilities Director may shift the 4-day work schedules as needed to balance out staffing. We have worked with the Facilities Director on the proposed schedule attached to this request.



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SUMMER 2023 PROPOSED WORK SCHEDULE

Lincoln Campus including coverage for Park and Recreation and Hartwell buildings

Unit Member	Monday – Thursday	Tuesday - Friday
Shabani Kuziwa	6:00 am – 4:30 pm	
Daniel Halkett	6:00 am – 4:30 pm	
Jordan Day	6:00 am – 4:30 pm	
Kyle Donovan	6:00 am – 4:30 pm (Lincoln/ Hanscom)	
Dennis Brooks		6:00 am – 4:30 pm
Kouideren Touadjine		6:00 am – 4:30 pm
Ben Wohlfarth		6:00 am – 4:30 pm
Craig Leverone		6:00 am – 4:30 pm

Hanscom Campus

Unit Member	Monday – Thursday	Tuesday - Friday
Wayne Macmillan	6:00 am – 4:30 pm	
Chris Martin	6:00 am – 4:30 pm	
Mike Haley	6:00 am – 4:30 pm	
Kyle Donovan	6:00 am – 4:30 pm (Lincoln/ Hanscom)	
Tom Sawchuk		6:00 am – 4:30 pm
Rebecca Adoor		6:00 am – 4:30 pm
Jacob Lochrie		6:00 am – 4:30 pm