

# Memorandum

**DATE:** June 25, 2020  
**TO:** Robert Weber, PWEA President  
**FROM:** Bernard Hvozdovic, Township Manager  
**RE:** Summer Hours (PWEA Memorandum of Agreement)

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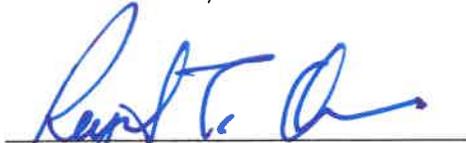
This memo will serve to set the "Summer Hours" as agreed to in the Memorandum of Records dated October 23, 2008.

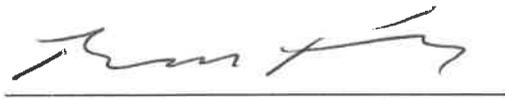
1. The summer hour work schedule will begin Wednesday, July 1, 2020.
2. The summer hour work schedule will end Friday, August 28, 2020 (end of day)
3. The summer hour work schedule will generally be from 6:00AM to 2:30PM.  
This is subject to change due to work or conditions.
4. Summer hours will only affect the PWEA membership who work in the Public Works Department.
5. This will not affect Divisions within Public Works who do not have enough staff to allow for a rotating schedule.
6. Crews will be placed on a rotation schedule as determined by the Public Works Director.
7. There will always be enough staff on duty from 7:30AM-4:00PM to handle any situations which may occur.
8. At any time during this period, if there is one complaint that there was no one to handle a request for assistance during the normal workday (7:30AM-4:00PM) this agreement will be cancelled.

By signing below, I have reviewed, understand and agree with the provisions for a summer hour schedule for 2020.

  
Robert Weber, PWEA President

  
Ray Creek, PWEA Vice President

  
Ray Olsen, Public Works Director

  
Bernie Hvozdovic, Township Manager