

MEMORANDUM

TO: Don Castellucci, Town of Owego Supervisor
Town of Owego Board
Judith Quigley, Town of Owego Attorney

FROM: Mark Clark, Town of Owego Highway Superintendent

DATE: March 19, 2010

RE: Change in Hours at Highway Department

Effective April 12, 2010, the Highway Department will work Monday through Thursday, from 6:00 a.m. to 4:30 p.m. The Highway Department secretary will continue to work Monday through Friday from 7:00 a.m. to 3:30 p.m. However, on Fridays, she will set up a work station in the Supervisor's Office at the Town Hall.

It is my understanding that if a holiday falls on a work day, then the employee will be paid 10 hours of holiday pay for that day. If an employee takes a full day of leave, then the employee will use 10 hours of leave for that time. The employee will continue to accrue 8 hours of sick leave each month pursuant to their contract. Please let me know if this is acceptable.

Thank you for your attention.

/kt

cc: Ruth Casterline