

INTEROFFICE MEMORANDUM

Date: _____

To: Tim Young, Labor Relations Director

From:

Subject: *Ten (10) Hour Work Days*

Pursuant to City policy, I request that certain employees under my supervision work a ten (10) hour work day as described below. All employees have agreed to work such a day and understand that they will receive no overtime compensation for time worked over eight (8) hours per day.

Department: _____

Division: _____

Work Unit: _____

THE FOLLOWING EMPLOYEES WILL CHANGE TO TEN (10) HOUR WORK DAYS
(All other employees will remain on current schedule)

Name	Classification	Shift

The weekly schedule of the ten (10) hour day employee is: _____ .

- OR -

The ten (10) hour day employees are governed by the "card system" attached.