

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: March 22, 2022

Title: New Business – Possible Temporary Conversion to Four (4) Ten Hour Work Days for County Offices

(Check Mark)

- | | |
|---|--|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: Due to the recent increases in gasoline prices throughout the Commonwealth of Virginia and the nation (averaging \$4.26 per gallon in Virginia as of March 11), staff would like the Board to consider temporarily converting County employees to four (4) ten-hour workdays and closing County offices one day per week on either Monday or Friday. The huge spike in gasoline prices is putting a strain on the budgets of many employees. Closing County offices one day a week would save employees money on gas and reduce the County’s energy costs. Employees who are able to work from home would be given the option of making up any necessary hours on the day County offices are closed if they are unable to work four 10-hour days during the remainder of the week.

County Administrator Charles Culley has discussed the possibility of four (4) ten-hour days with department heads and Constitutional Offices and has received support for the concept. If approved, the change in office hours will be reevaluated on a frequent basis to determine when regular office hours can resume.

Budget Impact: Unknown

Requested Action from Board of Supervisors: Discuss and direct staff