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Spring 2001... Marvin shift change

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The word is out... Marvin Windows and Doors will be implementing a shift change for their workforce sometime this spring.

Over the past number of years, employees have indicated a desire to look at a schedule that would better accommodate the balance of work and life.

While exploring shift change options, Marvins knew it would be a challenge and a large undertaking as it would impact nearly 3,000 people.

With that in mind the company dedicated time and resources in the summer of 2000, hiring Coleman Consulting.

Coleman Consulting has over 16 years of work experience in dealing with companies both nationally and internationally on shift schedules.

A shift study was initiated for a number of reasons- one being the importance of balancing work life needs and personal life styles. The second reason was to reduce turnover and attract more people to the workforce.

After conferring with employees to determine the best shift schedule, it was evi-

dent that the winning schedule would include a rotation of three weeks of days and one week of evenings. The shift length for both the day and night shift is 10 hours. (*See chart*)

"The beauty of this schedule is people will know their schedule for an entire year including anticipated overtime," said Brenda Baumann, Marvin Windows and Doors Communication Manager, of the new schedule.

The benefits to this new schedule include five day breaks once a month, night work is cut in half-only one week per month, the schedule is more predictable and more days off to be enjoyed by employees.

Temporary and part time employees will continue to be hired as they are an integral part of the workforce.

There are a number of things that need to be done for a successful implementation, Baumann explains, "The most critical is to assure our information systems are in place, tested and accurate prior to implementation."

"We want to do a good job to provide information internally for issues like day care," she further explained.

Crew	Week	M	T	W	T	F	S	S	Hours
1	1	d ₁₀	d ₁₀	d ₁₀	d ₁₀	-	-	-	40
2	2	-	-	d ₁₀	d ₁₀	d ₁₀	d ₁₀	-	40
3	3	d ₁₀	d ₁₀	-	-	d ₁₀	d ₁₀	-	40
4	4	e ₁₀	e ₁₀	e ₁₀	e ₁₀	-	-	-	40
* Excludes OT									Avg.
									40

Day Shift Start Time:	5:30 a.m.
Day Shift End Time:	4:00 p.m.
Evening Shift Start Time:	3:50 p.m.
Evening Shift End Time:	2:20 a.m.

With a new schedule comes different hours and a variety of different needs.

Management learned through an employee survey conducted last fall that approximately 30 percent of the workforce (both plant and office) indicated they currently have day care needs during working hours.

"In an effort to educate the day care providers, and administrators of before and after school care programs (Kid Care, ECFE, Project AWAKE), we have sent letters and held round table discussions," said Brenda.

In the past Marvins has honored postings of available day care openings in the area and plans to continue to do so as well as to better communicate to employees the availability of before and after school pro-

grams.

The community will also be impacted with the new shift change as business traffic flow may be increased. Another highlight is that with the day ending at 4 p.m. schools are dismissed and busses are out eliminating city congestion.

"We want to do a good job in training and continue to keep the community involved with the implementation date. We are still flushing out all the things that need to be done before we implement, said Baumann. "When we are confident that we have most items identified and tested satisfactorily, we will announce an implementation date," she continued.

With a favorable schedule employees will have more time to spend with their families, attend school functions, appointments or enjoy hobbies.

"On the shore of beautiful Lake of the Woods"