

Resolution # 2-9-15 A

Resolution on Employee Work Hours

Purpose

This policy is intended to:

1. provide consistency, guidance and clarity to employees, the Town Board and citizens
2. help assure compliance with labor laws and contemporary risk management & safety standards
3. emphasize use of municipal operations best practices, and
4. help manage the Town's limited resources.

Regular work week and hours

1. The regular work week for all employees runs from Saturday to the following Friday.
2. Regular work hours are as follows:
full-time public works employee are 7:00AM to 3:00PM or as otherwise agreed to based on the requirements of the position. Exceptions must be in writing & in the employee's payroll file.
Recycling Center lead attendant are 7:30AM to 4:30PM on Saturdays (Labor Day to Memorial Day) and 7:30AM to 2:30PM Saturdays plus 5:30PM to 8:30PM Tuesdays (Memorial Day to Labor Day).
3. part-time and seasonal employee are determined by the supervisor at the time

Expansion / limitation of work hours

1. **General rule** - Any hours to be worked in excess of an employee's regular work hours must be approved in advance by the Town Board Chair or his/her designee.
2. **Exception to requirement for advance approval of anticipated excess work hours** – In the event of an on-going weather situation (usually winter storm events) or other emergency, assigned employees may work up to 16 hours on the first day followed by a minimum 8 hours rest. On the second and subsequent days, assigned employees may work up to 12 hours followed by 8 hours of rest for the duration of the event.
 - a. The foregoing limitations are intended to ensure the safety of the public and employees.
 - b. Employees may terminate their extended tour of duty if they feel themselves to be too fatigued or otherwise unsafe to continue.
3. The Town Chair or his/her designee may adjust an employee's work schedule to limit overtime consistent with the needs of the Town.
4. The Town Chair or his/her designee may waive the limitations in #2 above or suspend all operations if conditions warrant. Such decisions will be reported to Town Board members as soon as practicable.

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Breaks (during scheduled work hours)

1. During an 8 hour day employees are eligible for and encouraged to take two paid 10 minute breaks (one before and one after the mid-point of the regular work day). For each additional 4 hour block worked in a given day, another 10 minute paid break is available.
2. For those with a scheduled 8 hour work day, their hours before their regular start time and/or after their regular end time will be extended to allow for a meal break of a corresponding length and do not count as work hours. (example)

Note: This policy supersedes the provisions of any previous policy(ies) that conflict with the provisions herein.

James B. Scrivner, Chairman

Attestation:





Dan Meixelsperger, Clerk

Published/Posted:

2-12-2015