



TOWN POLICY

ADMINISTRATION POLICY: **Hours of Work Policy**

DEPARTMENT: Human Resources

POLICY NUMBER: HR-021

EFFECTIVE DATE: November 8, 2011

SUPERSEDES: Policy #H-20-2

UPDATED: August 9, 2024

UP FOR REVIEW: August 9, 2029

- 1) The basic work week for all employees will be determined by local conditions and shall be established by the Town Council.
- 2) General Office is a maximum of 35 hours per week and all other departments regular hours of work shall be eight (8) hours per day, up to a maximum of 40 hours per week, Monday through Saturday, unless specified.
- 3) All employees shall be permitted a maximum of one (1) hour unpaid lunch break near the midway point of each shift.
- 4) Public Works standard hours are as follows:
 - 7:00 AM to 3:30 PM
 - Half hour lunch break
- 5) Office staff standard hours are as follows:
 - 8:30 AM to 4:30 PM
 - Office opens at 9:00 AM
 - 1 hour lunch break.
- 6) The daily work schedule is flexible and may be amended to suit both parties.





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REVISION HISTORY

Date	Description
November 11, 2011	New Policy
September 12, 2017	Adopt as Admin Policy

APPROVAL: Jeff Shaw **DATE: August 14, 2024**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

