



# TOWN POLICY

## ADMINISTRATION POLICY: Hours of Work Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-021

**APPROVAL:**

APPROVED BY CAO  Jeff Shaw
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**EFFECTIVE DATE:** November 8, 2011  
**SUPERSEDES:** Policy #H-20-2  
**UP FOR REVIEW:** September 26, 2022

- 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.



