

**TOWN OF TISBURY
PERSONNEL BOARD/PERSONNEL DIRECTOR**

HOURS OF WORK POLICY

Coverage

All employees.

Hours of Work

The appointing authority shall have the authority to establish employee work hours. Full-time work-week and required work hours for employees shall be defined by the job description. The town shall pay overtime in conformance with the Fair Labor Standards Act (FLSA). Department heads shall be responsible for the control and authorization of overtime. Overtime shall be authorized only in emergencies at the discretion of a department head. With the approval of the Department Head, an eligible employee may elect compensatory time off at the rate of time and a half for all hours worked over 40 in a week.

Department Heads shall be deemed to have a continuous responsibility to the public and shall not receive compensation for overtime. If extraordinary circumstances warrant it, the Appointing Authority may, with the permission of the Personnel Board, authorize compensation.

Emergency Closing Policy

The Town Administrator may at his discretion close any or all offices of the Town as a result of inclement and/or severe weather or other emergent issues. This may include closing early, opening late or not opening at all.

If an employee has reported to work and is sent home, he/she will be paid for his/her regular pay for the day. Likewise, if a delayed opening is approved, the employee will be paid for his/her scheduled hours.

A non-exempt employee who does not report to work when there is no approved closing or delayed opening shall not be compensated for hours not worked.


All Management and Professionals are paid a salary and are expected to work the hours needed to perform the duties of their office, whether during a regular 40 hr work week or outside regular hours and therefore are exempt from compensatory time. However in accordance with FLSA, EMT's are not included in the above policy.

Any employee with a question regarding this Policy should contact the Personnel Director.


This Policy replaces existing policy 8.0 in the Personnel Manual. The Personnel Board adopted this policy on September 20, 2018. To take effect on September 21, 2018.


William McConnell

9/20/18
Date


Jack Rollins

9/20/18
Date


Barbara Fortes

9/20/18
Date