

WORKWEEK/HOURS OF WORK/FLEX SCHEDULE

To be added to the Employee Handbook

The Town of Orford's workweek begins on Sunday at 12:00 a.m. (midnight) and ends on Saturday at 11:59 p.m. Because of the nature of our business, your work schedule may vary depending on your job and department. When hired, your supervisor will inform you of your hours of work.

Actual starting and quitting times vary from department to department and are established by the respective Department Supervisor with approval of the Board of Selectmen. A standard work week will be from Monday – Friday, 8 hours per day. The hours and days of work are subject to change depending on the circumstances of each department. No employee other than firefighters shall be permitted to work more than sixteen consecutive hours within a twenty-four hour (24) period.

After sixteen consecutive work hours have been completed by an employee, said employee shall be released from work duty for a period of not less than six hours. After said six-hour minimum release period, an employee may be recalled for additional work duty at the discretion of the department supervisor.

Each department is challenged with accommodating various work related programs and meetings outside of their traditional work week. This results in department supervisors and other salaried staff to work beyond normal office hours. In some instances, this is a seasonal occurrence, in other instances it may be weekly or monthly. In order to accommodate such situations, a flexible schedule may be allowed on an individual basis. Such allowances may be granted provided there are no appreciable disruptions to either department operations or service to the public during typical office hours. An employee who wishes to work a flexible schedule must submit a written request that includes their proposed schedule, as well as pertinent information on how the office is to be covered, for approval from their supervisor. A written request must be submitted to the Board of Selectmen for approval by the department supervisor.

Highway Department – during the months of May through August, the Highway Department may request of the Selectboard to work four (4) 10 hour days as scheduled by the Road Agent. The Road Agent will assign an employee(s) to be on call for non-work days and the Weekend during this time period. No compensation will be awarded for being on call; compensation will only occur if the employee on call has to perform actual work for the town. Hanover dispatch will be provided a list of employees with contact information. In the event of an emergency, the Road Agent will be notified and will determine which Highway employee(s) will respond.

Selectboard Adopted 6/26/2019

Incorporated into the Employee Handbook