

### ***Regular Work Day***

The Public Works Director, with the approval of the Town Administrator, establishes full and part-time employee work schedules as defined in Section 502 of the town's Personnel Policy Manual. This is to provide for efficiency, economy, and when appropriate, a higher level of service. Various departments under the umbrella of Public Works require different work hours and workdays, which may effect holiday scheduling. The Director periodically reviews, and may adjust scheduling for the sake of efficiency. Employees are encouraged to discuss any questions regarding workday schedules with their supervisor.

Normal workday hours of operation for highway employees are Monday through Friday 6:30 AM until 3:00PM. However, as stated in section 502 of the Town's Personnel Policy, demands may necessitate variations in starting and ending times as well as variation in the total hours that may be scheduled each day and week.

Effective November 7, 2006, and amended April 2009, transfer station hours of operation are:

<b>Day of Week</b>	<b>Open hours</b>	<b>Hours of Employment</b>
Tuesday	12-8	11:45-8:15 or 8.0 hrs
Thursday	12-8	11:45-8:15 or 8.0 hrs
Friday	7-11	6:45-11:15 or 4.5 hrs
Saturday	7:30-4:30	6:45-4:45 or 10.5 hrs

Full time Transfer Station employee's hours are, Tuesday 11:30-8:15, Wednesday 6:30-3:30, Thursday 11:30-8:15, Friday 6:30-11:30, and Saturday 6:30-5:00

- *Coffee Break – all employees*

Public Works employees are provided with one fifteen minute coffee break each working day. Coffee breaks shall be taken at the assigned jobsite whenever practical, when not practical, travel shall be included as part of the break time. Under no circumstances will a coffee break be taken at an employee's home.

- *Meal Break - highway*

Lunch break will be one half hour of unpaid time each working day, for the sake of efficiency lunch should be taken at a jobsite. Lunch may be taken in the employee break room however, travel time in excess of ten (10) minutes shall be deducted from the lunch break.

During storm work, overtime will not stop for breakfast or supper in lieu of a meal allowance. The employee must have the approval of his/her supervisor prior to leaving and notify him/her upon returning. Meal breaks in excess of 45 minutes are not allowed.

Car-pooling using vehicles less than 10,000lbs is encouraged, procuring meals in town is encouraged, and no more than three employees shall be at an eating establishment (restaurant) at any one time.

- *Lunch Break – Solid Waste*

Transfer Station employees are paid for their Saturday lunch break and will eat at their workstation. Tuesday and Thursday, employees will rotate out from their assigned workstation to take lunch (covered by the float employee).

*From the Town of Amherst's Policy and Procedure Manual, 2009.*