



TOWN OF RAYMOND
Office of Selectmen
TOWN OFFICES
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STANDARD OPERATING GUIDELINE

SUBJECT: Standard Work Hours		ISSUE DATE: 4/22/94	NO.: 001A
ISSUED BY: D. McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE: 001 1/7/92	PAGE OF: 1 of 1

Standard eight hour work day; hours shall be 7:30 am to 4:00 pm Monday thru Friday with one half hour for lunch.

All employees shall be prepared to begin work promptly at 7:30 am. This means being in Foreman's Office to learn of the days work assignments and what pieces of equipment will be needed for the days work. The equipment will be checked out in a manner conforming to State and Federal laws as well as conforming to manufacturer's guidelines.

Beginning work promptly at 7:30 am means in work clothes, vehicle fueled up and ready to leave the yard. Preparation for work shall be performed on the employee's time. It is recommended that fueling of vehicles be performed the prior day at end of work day.

Lunch break shall be taken when time allows and shall consist of a thirty minute break beginning as close to twelve noon as is possible depending on the work assignment.

Job tasks may not always allow for a lunch break, the employee will be allowed to leave at 3:30 pm on days when lunch breaks were not allowed or to leave thirty minutes early on another day during the same week.

In rare instances when work assignments require working from 7:30 am to 4:00 pm without a lunch break, the employee may be allowed one-half hour at compensation in accordance with overtime guidelines.

Two coffee breaks shall be allowed; one at mid morning and one at mid afternoon each work day. Once again, work assignments may preclude exact timing of coffee breaks. Non-use of coffee time is not reimbursable.

The coffee break shall be taken "on the fly". Meaning, no formal time duration is established but time will be allowed to obtain refreshments. Work crews will be allowed to send one employee to obtain refreshments for that particular crew. Coffee breaks shall not be a "sit down" affair and shall be limited to approximately ten minutes.

This Standard Operating Guideline (SOG) applies to both the Highway and Water Departments.