

WORK HOURS**EFFECTIVE DATE:**

September 11, 2000

REVISION DATE:

March 1, 2004

The following schedule will be the workday hours that all hourly personnel will be required to follow Monday through Friday with some personnel assigned to the Transfer Station, Canobie Treatment Plant, Ingram Senior Center, Town Hall not included:

Monday, Tuesday, Wednesday, Thursday, Friday

7:00 AM to 3:30 PM

Punch in time is 6:45 to 7:00 AM

- (1) **Break:** All employees will be allowed a (15) fifteen minute break in the morning from 9:00 AM to 9:15 AM. Break is fifteen minutes total from the time work stops to the time it resumes. One employee from the crew will be allowed to go pick up coffee for the crew and return to the job site in order to afford the crew a full (15) minute break. It is recommended you bring your break snack/coffee with you to the job site from the shop. If the Foreman on the crew feels it will interfere with the project to have your break from 9:00AM to 9:15 AM, Break will be at the Foreman's discretion.
- (2) **Rest/Lunch Break:** Is at 12:00 (noon) to 12:30 PM. Rest/Lunch should be taken on the job site and is for a ½ hour period travel time included. Should your foreman allow you to return to the CTP or to Public Works, then no person will return prior to 12:00 (noon). If the Foreman on the crew feels it will interfere with the project to have rest/lunch from 12:00 to 12:30 PM, then Rest/Lunch Break will be at the Foreman's discretion. Should a crew be given permission to work through lunch (i.e. "No lunch"); the employee's shall be compensated in accordance with their applicable CBA and shall not be used as leave absence at the end of a shift. Checks will be available at Noon on Thursday. No paychecks will be given out early without prior approval from the Public Works Director. Check cashing during regular work hours is not allowed.
- (3) **Time Clock-Time Cards:** Each employee is responsible for his own time card. Marking on the card other than by the clock is not allowed except by a Foreman, Manager or the Director. Time cards will not be punched by another employee. Total hours paid will be based upon time on the time card. At the end of a regular daily shift, no vehicles will return to CTP or DPW prior to 3:00 PM, unless authorized by your immediate supervisor. During the time from 3:00 to 3:30 PM, everyone is responsible for fueling, checking fluids of the vehicles and general maintenance, etc. At the discretion of a Foreman, you may be instructed to wash your vehicle at this time, also.

No unauthorized activities will be allowed. This time is reserved for vehicle maintenance, loading and off loading vehicles, and preparing other work for the following day's work schedule at the direction of the Foremen.

Punch-out time is 3:30 PM for a regular shift.