

Work Assignments

At the start of each day, a morning briefing takes place in the employee's break-room with a written log outlining daily assignments. Due to unanticipated concerns from outside sources, work assignments may change throughout the day. Upon request, work assignment logs are available to the Town Administrator or Selectmen for review from the highway office at anytime.

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