

Policy No. 2.05 **Personnel Hours**
Date of Issuance: **May 17, 2012**
Revision Date:

This policy explains the normal work week for Town employees.

1. Normal Work Week

The normal work week for all full time Town employees consists of 40 hours per week.. Instituting work schedules other than the normal workweek i.e., Monday through Friday require Town Administrator approval. The Town office shall be open 8:00 a.m. to 4:00 p.m., Monday through Friday. The Rome Water Utility Commission establishes and monitors the work week for Rome Water Utility operations and personnel.

A. Work Hours

Basic working hours of full-time employees shall be established by Town Administrator to meet the demands of the various departments. The Rome Water Utility Commission establishes and monitors the work hours for Rome Water Utility operations and personnel.

B. Absences

If an employee is unable to report to work, he/she shall notify their Immediate Supervisor prior to the start of the work day. Any unauthorized absence or failure to give notice may result in disciplinary action. The Rome Water Utility Commission monitors and approved absences for the Rome Water Utility operations and personnel.

C. Rest Periods

Employees may be permitted rest periods/breaks at a time to be designated by the Immediate Supervisor. Break will total thirty (30) minutes per eight (8) hour shift.

D. Payroll Period

The normal work week for payroll purposes begins the Monday of each week at 7:00 a.m. and ends at 6:59 a.m. on the following Monday.