

Policy No. 2.05
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Personnel Hours
May 17, 2012
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PURPOSE: 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 requires Town Administrator approval. Town Hall shall be open 8:00 a.m. to 4:00 p.m., Monday through Friday. The Library Board establishes and monitors hours for the Lester Public Library of Rome.

A. Work Hours

Basic working hours of full-time employees shall be established by the Town Administrator to meet the demands of the various departments.

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.

C. Rest Periods

Employees who work eight (8) or more hours in a day are permitted a paid lunch period to be designated and approved by the Department Head/Immediate Supervisor, as follows:

- (1) Full-time staff are provided a thirty (30) minute paid lunch period. Part-time staff who work eight (8) hours or more are also provided a thirty (30) minute paid lunch period.
- (2) The lunch period must be taken at the primary department location or at the work site. Any travel to or from the primary department location for the purpose of a lunch period is to be done during the allotted lunch period.
- (3) Lunch period(s) cannot be accumulated or used to shorten the workday.

D. Payroll Period

The normal work week for payroll purposes begins the Monday of each week at 12:00 a.m. and ends at 11:59 p.m. on the following Sunday.