



## **Town of Hubbardston**

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### **HOURS OF WORK AND OVERTIME**

#### **I. ATTENDANCE POLICY STATEMENT**

Good attendance is an essential function of every Town employee's job and excessive absenteeism will not be tolerated. Since good attendance is required of every employee, patterns of attendance abuse, such as frequent absences on Fridays and/or Mondays, before regular days off, and/or before holidays will be scrutinized closely. If improper use is found, employees will be subject to progressive discipline up to and including termination. Further, if an employee exhausts all of his/her accrued leave and has not been granted additional leave by the Town for an essential and lawful purpose as determined by the Town, he or she will be considered to be on unauthorized leave and will be subject to discipline up to and including termination.

#### **II. PAYROLL AND TIMEKEEPING**

Federal and state laws require the Town to keep an accurate record of time worked in order to calculate employee pay and benefits. Accurately recording time worked is the responsibility of every employee and supervisor. Employees must record and verify daily time worked and submit bi-weekly time sheets to their supervisor for approval. Employees may not work overtime hours or record another employee's time without prior approval from a department head. In cases where employees do not have a department head, timesheets should be delivered directly to the Town Administrator.

Massachusetts and/or federal law require certain deductions from employee compensation, including any applicable federal or state income taxes and Medicare. All employee deductions for participation in benefits programs are made through payroll. Employees who have any

questions about the amount or manner in which deductions are made from their paychecks should speak with the Town Treasurer.

The Town takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If there is an error in the amount of pay, the employee must promptly bring the discrepancy to the attention of their supervisor and to the payroll coordinator so that corrections can be made as quickly as possible. This includes overpayment as well as underpayment.

### **III. COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES**

For eligible employees, compensatory time off in lieu of pay ("comp time") for hours worked under 40 hours per week may be granted by the department head or Town Administrator at a rate of one hour off for each hour worked. For hours worked over forty hours per week, the rate shall be 1.5 hours off for each hour worked. The department head or Town Administrator shall approve the accrual and use of compensatory time. All hours accrued and used shall be reported to the Treasurer on weekly/monthly payroll sheets. Accrued "comp time" shall be used within a month from the time it is earned and shall not be carried over to the next month without permission of the Human Resources Director. Accrued time not carried over shall be paid.

### **IV. MEAL & BREAK PERIODS**

A. All full-time employees shall be granted regular meal periods which shall be scheduled at the middle of the normal workday whenever possible. Due to staffing levels and the need to provide services to residents, employees are granted paid meal times so long as all required tasks are complete and meal times do not exceed 30 minutes.

B. All employees' work schedules shall provide for ten-minute paid breaks during each one-half shift of the normal workday.

### **V. EMERGENCY CLOSING POLICY**

The Town Administrator may at his discretion close any or all offices of the Town as a result of inclement and/or severe weather or other emergent issues. This may include closing early, opening late or not opening at all.

If an employee has reported to work and is sent home, he/she will be paid for his/her regular pay for the day. Likewise, if delayed opening is approved the employee will be paid for his/her scheduled hours.

A non-exempt employee who does not report to work when there is no approved closing or delayed opening shall not be compensated for hours not worked. However, employees may use personal or vacation time with the approval of the Town Administrator.

Any employee who would not have reported to work due to illness, vacation, any other leave or schedule, shall be charged such leave as if the offices were not closed.

## **VI. OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of the need for overtime will be provided. All overtime work should be pre-approved. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions, and is based on actual hours worked. Time off of accrued vacation time, holiday, sick or personal time or any other leave of absence will not be considered hours worked for purposes of calculating overtime.