



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
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TYPES OF EMPLOYEES

The purpose of this policy is to describe the types of employees found in the Hubbardston Classification and Compensation Plan. These types relate to an employee's hours or work and eligibility for certain benefits.

Full Time (40 Hours)	A person who works 40 hours per week in a full-time, year-round position. This employee type is limited to the Town Administrator, the Police Chief, the Fire Chief and the Director of Public Works.
Full Time (35 Hours)	A person who works 35 hours per week in a full-time position.
Part-time with Benefits	A person who works a minimum of 20 hours regularly scheduled weekly but less than 35 hours in a year-round position. These employees are eligible for the same benefits available to full-time employees. Benefits for this type of employee are prorated where applicable.
Part-time with Leave Benefits	A person who works less than 20 hours per week in a regularly scheduled year-round position. These employees are eligible for Holiday Leave in addition to Personal Leave and Sick Leave as defined in Town Leave policies.
Part-time without Benefits	A person who works less than 20 hours per week in a non-regularly scheduled year-round position.

Seasonal Employee

A person who is employed for a specific period of time that is not regularly scheduled or year-round.

Call and Per Diem

All persons reporting to the Fire Chief, including Call and Per Diem. (Call personnel respond to events or stand by when needed. Per Diem personnel fill actual time slots.)