



***Town Administrator***

7 MAIN STREET, Unit #3  
HUBBARDSTON, MASSACHUSETTS 01452  
(978) 928-1400 x 201 FAX (978) 928-3392

**To:** Board of Selectmen  
All Boards, Committees and Departments

**From:** Ryan M. McLane  
Town Administrator

**Date:** April 23, 2018

**Subject:** Part Time Employee Hours and Compensatory Time

The following will serve as a supplement to the Personnel Policies and Procedures dated, June 2016. The purpose of this policy is to guide department heads and employees in the management of part-time employee hours and compensatory time.

Part-time, non-benefited employees are non-exempt and work various schedules based on the position and the needs of their department. These employees have a set biweekly schedule as appropriated by town meeting that does not allow for overtime. Work schedules may occasionally be varied due to department needs; however, employees must not exceed their biweekly hours without written permission from the Town Administrator. The Town Accountant is not authorized to approve payroll warrants exceeding appropriated allowances without this written permission.

Employees granted permission to exceed biweekly hours will receive compensatory time not to exceed one full pay period. If an employee reaches the maximum, no further compensatory time will be granted. Compensatory hours can be redeemed in one-hour increments. Use of compensatory time requires prior approval from a department head or the Town Administrator to ensure continued service levels. The Town Administrator must be made aware of granted compensatory time within 48 hours of granting the benefit. Compensatory time cannot be carried from fiscal year to fiscal year.

---

Ryan M. McLane  
Town Administrator