

SUBJECT: WORK PERIODS

PURPOSE: To establish work periods for purposes of the Federal Fair Labor Standards Act (FLSA), effective April 15, 1986, as amended.

STATEMENT OF POLICY: It is Town policy that the work period for all Town employees except the Police Department shall be a seven (7) day period beginning on Monday at 12:01 a.m. and continuing to Sunday at 12:00 a.m. (midnight).

The Police Department work period shall be based on a twenty-eight (28) day cycle beginning on Monday at 12:01 a.m. and continuing to Sunday at 12:00 a.m. (midnight). Additional information on Police hours of work is contained in section 940 *Police Department, Policy 940.02*.

Limitations

This policy shall not apply to executive, professional, administrative, and all other employees who are exempt from the FLSA. The following employee classifications are currently considered exempt from FLSA:

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|------------------------|--------------------------|-----------------|
| Town Manager | Public Works Director | Chief of Police |
| Assistant Police Chief | Finance Director/Officer | |

The above referenced work periods may be changed to accommodate special work schedules upon recommendation of department head with Town Manager approval.

EFFECTIVE: 04/01/98

LAST REVISED: 03/15/22

APPROVAL: _____
MAYOR

TOWN MANAGER