

## **POLICY # N2-1.1**

### **WORK HOURS NON-UNION EMPLOYEES**

The workweek for full-time non-union Town of Wayland employees shall generally consist of 35 to 40 hours per week.

Full-time non-union employees assigned to Town Building shall work the following schedule:

Monday: 8:00 am – 7:00 pm with a ½ hour and 1 hour meal breaks (9.5 hrs)  
Tuesday: 8:00 am – 4:00 pm with 1 hour for lunch (7 hrs)  
Wednesday: 8:00 am – 4:00 pm with 1 hour for lunch (7 hrs)  
Thursday: 8:00 am – 4:00 pm with 1 hour for lunch (7 hrs)  
Friday: 8:00 am – 12:30 pm – no lunch. (4.5 hrs)

Employees are eligible for a 1 hour unpaid lunch break and a paid 10 minute break in the morning and a paid 10 minute break in the afternoon.

For full-time non-union employees working in locations other than Town Building, the Department Head and Town Administrator may designate schedules best suited to departmental operations based on a full-time schedule ranging from 35 to 40 hours per week.

Part-time non-union employees shall work a schedule as determined by the Department Head and the Assistant Town Administrator which is best suited to the department's operation.

Non-union employees may be required to attend meetings during non-scheduled work hours.