



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 507

LAST REVISED 8/1/08

SUBJECT: FLSA WORK PERIODS

PURPOSE: To designate FLSA working periods.

STATEMENT OF POLICY:

The Town has designated work periods for all positions. These work periods, at a minimum, assist the Town in calculating an employee's regular rate of pay and eligibility for overtime. The MOU between a bargaining unit and group of employees may require a different formula for calculation that is more generous than the minimum required by law.

Work periods are as follows:

Employee	Length of Period	Starting Hour and Day
Office Workers	7 days	Monday at noon
Public Works	7 days	Monday at noon
Fire Shift personnel changes)	24 days	8 a.m. (day of week
Police – sworn	27 days	7 a.m. Sunday
Police shifts A and C	14 days	7 a.m. Sunday
Police shifts B and D	14 days	7 p.m. Wednesday

Previous revision 7/31/01