


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Hours of Work
	Policy Reference No:	5-9
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C) § 36-19
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

The official workweek of the Township is a five (5) day, thirty-five (35) hour workweek. The Township Manager shall establish the specific hours of work for each department.

Listed below is the normal number of hours of work per week for regular full time employees:

- FLSA Exempt Employees (Clerical) - 35 hours
- FLSA Exempt Employees (Sworn Law Enforcement) - 40 hours
- OPEIU Employees (Clerical and Blue Collar) - per CBA
- Sworn Law Enforcement - per CBA
- Part-time and per-diem employees - varies

Due to the nature of some positions, there may be additional or varied hours to this schedule on a case-by-case basis.

Employees are to work up to the end of their shift to serve the public. They are not to collect belongings, shut down computers, etc. until that point in case a customer comes toward the end of the shift for assistance.

The Township retains the right to revise the hours of operation to the extent permitted by law.

~~

Revision No.	Revision Date	Nature of Revision	Approved By