

**Town of Needham  
Work Schedules Policy  
Personnel Administration #425**

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**I. PURPOSE AND SCOPE**

The purpose of this policy is to set forth the work schedules for employees and to provide for flexible schedules where the workload permits.

**II. APPLICABILITY**

This policy applies to all non-represented, full-time and regular benefit-eligible part-time General Government employees.

**3. DEFINITIONS**

Refer to Policy #100 Definitions for the definition of commonly used words and phrases.

**4. POLICY**

4.1 Work Week The basic work week shall be five (5) seven and one-half (7.5) or eight (8) hour days, totaling thirty-seven and one-half (37.5) or forty (40) hours per week, depending on work location.

4.2 Seasonal Requirements Department managers may establish irregular work schedules due to seasonal or other workload requirements. In establishing such schedules, department managers shall carefully consider the convenience of the employees involved.

4.2 Flexible Scheduling

4.2.1 Department managers may establish flexible working schedules for employees consistent with the staffing of the particular department and the business hours of the municipal building in which the department is located. Such schedules shall be reduced to writing, submitted to the Director of Human Resources to be forwarded to the Town Manager/designee for approval prior to implementation. All subsequent changes to the flexible work schedule must be approved by the Town Manager/designee prior to implementation.

4.2.2 Exempt employees work a considerable number of nights, and often work additional hours attending board and committee meetings, Town Meetings, and responding to emergencies. When workloads permit, and taking into consideration the individual circumstances in each department, department managers are urged to allow exempt professional and managerial staff to

adjust their work schedules (e.g. arriving after 8:30 a.m. or leaving prior to 5:00 p.m.).

- 4.3 Exceptions The Town Manager has the discretion to interpret and make exceptions to this policy in the best interest of the Town.