

SECTION 3 CLASSIFICATION AND PAY

This section of the Town's Human Resources Rules describes issues which surround how employees are paid. It is essential that the Town continually strive to maintain a Classification and Pay Plan that offers a wage scale which is competitive with the local job market. Although there are many different classes of positions, each is important and contributes to the Mission of the Town.

3.1 THE POSITION CLASSIFICATION PLAN

A Broadband Position Classification Plan has been established and shall be maintained and filed in the office of the Human Resources Manager. The purpose of the Broadband Position Classification Plan is to analyze all full-time and part-time positions in the Town and to group them into "classes" according to the types of duties, responsibilities, supervision given and received, and job requirements in relation to similar jobs in the local and regional area.

The Human Resources Manager, with the approval of the Town Manager, shall make all assignments of positions to classes and of classes to pay bands, based on their relative market value.

3.2 MAINTENANCE OF THE PLAN

The Department Heads shall be responsible for bringing to the attention of the Human Resources Manager any significant change in the duties, responsibilities, working conditions, or other factors that would affect the classification of any position. Following the receipt of this information, the Human Resources Manager shall determine whether the Plan itself or the classification of a position or class of positions should be amended and make appropriate recommendations to the Town Manager. This shall be done as a part of the annual operating budget preparation or if a vacancy occurs mid-year.

A specific market review of one band per year will be made by the Human Resources Manager, subject to available funding. Such review will rotate consecutively through each band of the Pay Plan.

3.3 ADJUSTMENTS TO THE PLAN

If an employee's position is adjusted, he/she shall be assigned to the appropriate class and pay band for that position. The employee's current salary shall not be adjusted unless the minimum of the hiring range for the new class or band is higher than the current salary, in which case the employee will receive the minimum of the new hiring range.

3.4 CLASSIFICATION OF NEW POSITIONS

The Human Resources Manager, with the approval of the Town Manager, shall allocate all new positions to the existing or newly created classes.

3.5 CLASSIFICATIONS THAT ARE EXEMPT FROM THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT

1. The Department of Labor's regulations applicable to the Fair Labor Standards Act establishes certain tests to determine whether a position is exempt from the Act's minimum wage and overtime requirements. The tests that define exempt classes of executive, administrative, and professional employees appear below.
 - A. Executive
 - (1) Salary of at least \$455 a week; and
 - (2) Customarily and regularly directs the work of at least two or more other full-time employees or their equivalent; and
 - (3) Authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight; and
 - (4) Primary duty is to manage the enterprise, department, or departmental subdivision.
 - B. Administrative
 - (1) Salary of at least \$455 a week; and
 - (2) Primary duty consists of responsible office or non-manual work that is directly related to the management policies or general business operations of the employer or the employer's customers; and
 - (3) Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
 - C. Learned Professional
 - (1) Salary of at least \$455 a week; and
 - (2) Primary duty must be the performance of work requiring advanced knowledge defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
 - (3) Advanced knowledge must be in a field of science or learning; and
 - (4) Advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.
 - D. Creative Professional
 - (1) Salary of at least \$455 a week; and
 - (2) Primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.
 - E. Computer Employee
 - (1) Salary of at least \$455 a week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour; and

- (2) Employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below:
 - (3) Primary duties must consist of:
 - (a) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 - (b) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - (c) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 - (d) A combination of the aforementioned duties, the performance of which requires the same level of skills.
2. In accordance with the above tests, employees who occupy the classifications listed below are exempt from the wage and overtime provisions of the Fair Labor Standards Act because they are executives (E), administrative (A), or learned professionals (P).

<u>Classification</u>	<u>Exemption</u>
Accounting Supervisor	E
Assistant Director of Financial Services	A
Assistant Director of Parks & Recreation	E
Assistant Director of Planning & Building	A
Assistant Director of Public Works - Management	A
Assistant Director of Public Works – Operations	E
Assistant Recreation Supervisor	E
Assistant to Town Manager	A
Assistant to Town Manager/Housing & Neighborhood Development Manager	A
Building Official	E
Chief of Police	E
Community Relations Manager	E
Deputy Town Manager	E
Director of Engineering & GIS	E
Director of Financial Services	E
Director of Parks & Recreation	E
Director of Planning & Building	E
Director of Public Works	E
Director of Technology	E
Director of Transit	E

<u>Classification</u>	<u>Exemption</u>
Engineering Field Supervisor	A
Financial Analyst	A
General Services Manager	E
GIS Coordinator	E
Golf Course Superintendent	A
Housing and Neighborhood Services Manager	E
Human Resources Manager	A
MIS Manager	A
Planner II	A
Police Manager of Administrative Services	E
Police Captain	E
Project Manager	A
Public Works Superintendent	E
Purchasing Manager	A
Recreation Program Manager	E
Recreation Supervisor	A
Safety/Project Manager	A
Senior Project Manager	A
Sustainability Manager	A
Town Attorney	P
Town Clerk	A
Town Engineer	P
Town Manager	E
Town Planner	A
Transit Communications & Customer Service Manager	A
Transit Financial Manager	A
Transit ITS/Special Projects Manager	A
Transit Maintenance Manager	E
Transit Operations Manager	E
Transit Regulatory Manager	A
Transit Transportation Planner	A
Utility Services Manager	E
Water Resources Manager	A
Zoning Administrator	E

3.6 THE PAY PLAN

1. The Human Resources Manager is responsible for developing a Pay Plan consisting of: (1) appropriate pay bands for all occupational classes; (2) the assignment of all occupational classes to a pay band as defined in the "Allocation of Positions to Pay Plan"; and (3) the method by which an employee's salary may change within an assigned pay band or from one pay band to another.

2. The Human Resources Manager shall review at least one Pay Band each year, subject to available funding, and submit any recommended changes to the Town Manager for consideration. The review shall focus on prevailing rates of pay for comparable work in other public and private sector jurisdictions, the duties and responsibilities of positions, and the Town's financial condition and policies. The Pay Plan shall become effective on July 1 following approval of the annual operating budget by Town Council. (See Appendix 1 for a copy of the current year's Pay Plan.)
3. If the minimum salary for a pay band is raised, as a result of a Pay Plan review, the employee shall receive the increase on July 1 to the new minimum. This increase shall be in addition to any performance pay increase that the employee might receive. An employee's current salary shall not be reduced if the minimum or maximum salaries of a pay grade are decreased to an amount that is less than the employee's salary. If a position changes bands as a result of plan maintenance, incumbents are not automatically entitled to an increase. However, a reclassification of the position that results from a substantial change in the essential functions of the job, will result in the appropriate increase as outlined in Section 6.2, Item 2.
4. With the approval of the Human Resources Manager, certain wage employees may be paid at a rate lower than the minimum of Band A in the Pay Plan. These employees must be paid at least the prevailing minimum hourly rate set by the Federal government.
5. The Human Resources Manager shall be responsible for the administration of the Pay Plan and for recommending to the Town Manager application of the plan to situations that are not specifically covered or exceptions to the plan.

3.7 ALLOCATION OF CLASS TO GRADE

A pay band is assigned for each class of employees defined in the Allocation of Positions to Pay Plan. The band indicates the hiring range authorized for each position in the band. (See Appendix 1.)

3.8 STARTING SALARY

Initial employment normally shall be within the hiring range assigned to the positions in each band; however, depending on the experience and ability of the applicant, a person may be hired at a higher rate with the Town Manager's approval.

If an employee is re-employed within one year after leaving the Town's employ in the same class in which he/she was previously employed, the employee may be paid at least the salary he/she was earning at termination unless that salary is above the maximum of the assigned pay band.

3.9 PERFORMANCE PAY INCREASES

1. General

- A. All employees covered by the Pay Plan shall be eligible for a performance pay increase effective on the employee's anniversary date, providing that the employee has completed his/her initial probationary period or, in the case of sworn personnel in the Police Department, has successfully completed the Police Academy training program and at least six months of service. If an employee is at or above the maximum of his/her pay grade, the employee will not be eligible for a performance pay increase until the maximum of the grade is increased. If an employee has received a temporary promotion and that promotion is in effect at the time performance pay increases are awarded, the recommended percentage increase shall be applied to the salary the employee received prior to the temporary promotion.
- B. Performance pay increases shall be based on an employee's performance evaluation.
- C. At the discretion of a Department Head, the Human Resources Manager, and the Town Manager; all or part of an employee's performance pay increase may be delayed for a set period of time pending a re-evaluation of the employee's performance. If that evaluation shows a significant improvement in performance, the employee shall be eligible for a reduced performance pay increase in accordance with annual pay-for-performance guidelines. If the performance has not improved, the employee may be subject to disciplinary action including termination.
- D. A wage adjustment shall be given in place of a performance pay increase for any employee on military leave for more than six months of the twelve-month evaluation period. This wage adjustment will be based on the average of the score for the past two annual evaluations. No performance evaluation will be completed.

2. Department Heads and Deputy Town Managers

Performance pay increases for the Department Heads and Deputy Town Managers shall be calculated on the same basis as that for all other employees. The Town Manager shall award performance pay increases to the Department Heads and the Deputy Town Managers, based on the accomplishment of their performance objectives.

3.10 END-OF-PROBATION BONUS

Any pay plan employee who is newly hired, transferred, reclassified or promoted shall receive a one-time bonus of \$250 upon the successful completion of his/her

probationary period. Part-time employees covered by the Pay Plan shall receive a one-time bonus of \$250 prorated based on the scheduled number of hours per week as compared to forty hours a week.

3.11 ACTING APPOINTMENTS

1. If a supervisory position is vacant or if the incumbent is expected to be absent for at least one week, an employee may be appointed to serve in an “acting” capacity until the position is filled or the incumbent returns to work. In these situations, the “acting” employee shall be paid the minimum rate of the corresponding hiring range (but no less than 2.5% additional if within the same pay band). If the difference is one pay band, the acting pay will be an additional 5%; the acting pay will be an additional 10% if the difference is two bands; and the acting pay will be an additional 15% if the difference is three or more bands. The additional pay will be in effect for the period in which he/she serves in the acting capacity. If serving in an “acting” capacity for an absent supervisor is included in the job specification of the “acting” employee, no adjustment in the “acting” employee’s pay rate shall be made unless the vacancy or absence of the incumbent is expected to last at least thirty days.
2. If a non-supervisory position is vacant or if the incumbent is expected to be absent for at least one week, an employee may be appointed to serve in an “acting” capacity until the position is filled or the incumbent returns to work. In these situations, the “acting” employee shall be paid the minimum rate of the position’s hiring range (but no less than 2.5% additional if within the same pay band). If the difference is one pay band, the acting pay will be an additional 5%; the acting pay will be an additional 10% if the difference is two bands; and the acting pay will be an additional 15% if the difference is three or more bands. The additional pay will be effective as of the date of the assignment. If serving in an “acting” capacity for another absent employee is included in the job specification of the “acting” employee, no adjustment in the “acting” employee’s pay rate shall be made unless the vacancy or absence of the incumbent is expected to last at least thirty days.
3. An employee in an “acting” status shall receive an additional increase of 2% if the employee goes from a non-supervisory to a supervisory capacity and/or from a non-exempt classification to an exempt classification.
4. “Acting” appointments and temporary assignments with higher pay may only be made when the continuity of an operation requires the designation of an employee in the higher classification and are not intended to be made for casual assignments of supervisory or administrative responsibility.
5. Benefits dependent upon a percentage of salary shall also be made available to the employee appointed to serve in an acting capacity.

6. A Department Head must receive written approval from the Human Resources Manager and Town Manager before appointing an employee to an “acting” position or temporarily assigning an employee to another hiring range when that assignment would result in higher pay.

3.12 OVERTIME PAY

1. Non-Exempt Employees

- A. An employee who is not exempt from provisions of the Fair Labor Standards Act and who, with the prior approval of his/her supervisor, works more than forty hours in a 7-day workweek, or, in the case of law enforcement officers, more than 80 hours in a 14-day work period, shall be paid one and one-half times the employee’s regular hourly rate for each excess hour worked, provided that sufficient departmental overtime funds exist. If overtime funds are exhausted, the Department Head will so advise all affected employees prior to any further overtime being worked. After that, until reestablishment of overtime funds and further notice to the employees, overtime hours worked for that department shall be charged to compensatory time as indicated in section 3.13.

In accordance with the Fair Labor Standards Act, “hours worked” includes:

- (1) all time that an employee is required to be on duty, on the Town’s premises, or at a prescribed workplace (exclusive of meal periods);
- (2) all time during which the employee is permitted to work for the Town;
- (3) travel time away from home during normal work hours and during those same hours on Saturday or Sunday (exclusive of meal periods), with the travel time being determined by either the use of a public conveyance or a private automobile, whichever is shorter (travel time being measured from place of work and extending beyond the employee’s normal working hours with the result being more than forty hours worked in a 7-day work week, or in the case of a Police Officer 80 hours in a 14-day work period, provisions for overtime and compensatory time will apply); and
- (4) time at lectures, meetings, and training programs that the Town requires an employee to attend, that are within regular working hours and that are directly related to the employee’s present job.

“Hours worked” does not include checking work e-mail when off duty and the employee is not expected to perform this duty. In addition, the Town defines “hours worked” to include time taken off for annual and sick leave, for compensatory time, and for observance of Town recognized holidays, but not to include hours on-call hours, administrative leave, volunteer leave, flexible leave or hours worked on an occasional or sporadic basis in a different capacity than an employee’s regular job (see paragraph C below).

- B. The workweek applicable for all employees other than sworn Police Officers and for the determination of overtime hours is defined as 12:01 a.m. Sunday through midnight the following Saturday. The work period for sworn Police Officers is 12:01 a.m. Sunday through midnight the second Saturday. The workweek or work period shall not be changed unless the change is intended to be permanent or is related to regular changes in shift assignments. Changes in the workweek or work period must be approved by the Town Manager.
- C. If a non-exempt employee, at his/her own option, undertakes employment with the Town on an occasional or sporadic basis in a part-time job in a different capacity than his/her regular position, the hours worked in the different job shall not be counted as hours worked for overtime pay purposes on the regular job. Refer to section 2.7, of these Rules & Regulations, which limits such employment.
- D. Hours worked non-exempt law enforcement employees in a similar capacity for a third party who has a contractual agreement with the Town shall be compensated at the law enforcement officer’s regular rate of pay. These hours shall be included for the purpose of calculating overtime pay by the Town. Exempt law enforcement employees, who work for a third party with a contractual agreement with the Town, shall be paid at the contracted rate of pay.

2. Exempt Employees

Employees holding positions that are listed in Section 3.5(2) of these Rules shall not be eligible for overtime pay, except as noted in 3.12(D).

3. Special Circumstances

Special circumstances affecting overtime compensation that are not explicitly covered in these Rules shall be governed by the Fair Labor Standards Act, as amended, and the U.S. Department of Labor’s regulations implementing the Act.

3.13 COMPENSATORY TIME

With the immediate supervisor’s approval, an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act may receive compensatory time in lieu of

overtime pay on the basis of one and one-half hours for each hour worked in excess of forty hours per week. The maximum accrual of compensatory time shall not exceed 240 hours. The maximum accumulation of compensatory time that may be carried over from one calendar year to the next is 160 hours. Any overtime worked beyond the 160-hour maximum shall be paid as overtime compensation at a rate of one and one-half times the regular hourly rate by the end of February each year.

The employee's supervisor must approve a request to take compensatory time off and must show the hours used on the appropriate payroll sheet. An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt departmental operations.

Upon promotion from a non-exempt position to an exempt position, all accrued compensatory leave shall be paid at the final rate of pay for the non-exempt position. Upon termination of employment, an employee shall be paid for unused compensatory time at a rate not less than the final regular rate received by the employee.

3.14 CALL-BACK PAY

Non-exempt employees who are called back to work for unscheduled overtime outside of their regularly scheduled hours, including holidays, shall be paid for a minimum of three hours of work at a rate of one and one-half times their regular rate of pay. Unscheduled overtime is defined as work that is scheduled with the employee(s) less than twenty-four hours in advance. This provision does not apply to situations in which an employee is requested to report before the start of a regular or temporarily adjusted shift, to stay after a shift, or when the employee takes work home to complete at the employee's scheduling discretion. In these cases, employees shall receive overtime pay for the hours in excess of forty per workweek, or, in the case of law enforcement officers, the hours in excess of eighty in a fourteen-day work period. All employees required to return for scheduled overtime shall be paid a minimum of three hours at a rate of one and one-half times their regular rate of pay.

Employees will be paid the minimum of three hours for the first call back in a twenty-four hour period of on-call. Additional calls to come back during the same three-hour call-back period will not result in additional compensation unless the employee works beyond three hours in one consecutive call-back. If this should happen, the employee will be paid overtime for the actual hours worked beyond the initial three hours. Subsequent call-backs in the same twenty-four hour period of on-call will be paid at the minimum of an additional three hours of overtime, and will follow the previously stated process for additional hours worked during the same call-back period. Employees shall be paid from the time the work begins, as determined by the Department Head.

3.15 ON-CALL PAY

On-call is a preplanned status where employees are required to be available for specified periods of time to perform essential work outside regularly scheduled hours and are paid to be on standby to respond. Employees in an on-call status are not restricted in the use of personal time, but must be available for responding when contacted by phone or other prearranged means. On-

call employees may not drink alcohol or use any medications that would prevent them from being able to respond. Those employees in an on-call status are eligible to receive the on-call pay stipend approved annually in the Town's adopted budget. Employees in on-call status who do not respond when called for work may be subject to disciplinary action.

On-call status must be requested by the appropriate department director, submitted to the Human Resources Manager for review, and approved by the applicable Deputy Town Manager and Town Manger.

3.16 SNOW PAY

The following procedures shall govern the Town's snow removal operation:

1. Snow removal will be accomplished with use of a day shift and a night shift. Day shift will be defined as 6 a.m. to 6 p.m. and night shift defined as 6 p.m. to 6 a.m.
2. Tentative assignments to day and night shift will be made by the Public Works Assistant Director of Field Operations in the Fall of each year. An effort will be made to accommodate employee preference; however, the final assignments will be the decision of the Assistant Director .

In cases of employees from other divisions participating in snow removal, the Director of Public Works shall make the final decision on shift assignment.

3. The day shift will be called for snowfalls which begin after 4 a.m. or before 6 p.m. The night shift will be called for snows expected to begin between 6 p.m. and 4 a.m. On Saturday or Sunday the night shift will be called for snow beginning after 4 p.m.
4. The day shift will receive time and one-half for hours worked prior to 7:30 a.m. and after 4:30 p.m., if more than 8 hours are worked.
5. If the night shift employees are called in at 10:00 p.m. or midnight, these employees will work until 6:00 a.m., receive 8 hours of regular pay and 1 hour of overtime pay, and do not report to work the following day (7:30 a.m. – 4:00 p.m.).

If the night shift employees are called in between 12:00 a.m. and 7:30 a.m., and these employees will be returning the following night, the employees will be paid overtime between the time of call in and 7:30 a.m., plus 8 regular hours. They will be dismissed from work at 12:00 p.m.

If night shift employees report at 6:00 p.m. and are dismissed at 2:00 a.m., they will be paid for 8 regular hours and 1 hour overtime. If the night shift is dismissed before 2:00 a.m., they will be paid overtime for work before 2:00 a.m. They will be required to report back to work at 7:30 a.m.

6. If snow is anticipated to begin between 6 p.m. and 10:00 p.m., members of the night shift may be excused from work by the Assistant Director at 12:00 p.m. to

report back at 6:00 p.m. If snow is anticipated to begin after 10:00 p.m., members of the night shift may be excused from work by the Assistant Director at 2:00 p.m. to report back at 10:00 p.m. Those persons excused early will be paid a regular 8 hours for the day. If an employee excused early does not report back for snow duty (and has a valid excuse), leave will be charged for the afternoon hours not worked.

7. Any employee that calls in sick for a snow removal shift will be required to provide a written note from a physician stating that the employee is unable to work on that date in order to be paid under Sick Leave.

3.17 HOLIDAY PAY

1. General: Full-time and part-time Pay Plan employees shall be paid their regular 8-hour pay rate for all days designated as Town holidays. Police employees, as well as any other employees who regularly work something other than an 8-hour schedule, shall be paid their regular scheduled hours for all days designated as Town holidays in Section 4.13.
2. Scheduled to Work on Holiday: Full-time and part-time Pay Plan employees scheduled and/or required to work on a Town holiday shall receive their regular rate of pay for any hours worked on that day. In addition, holiday pay shall be granted in the form of time off banked as holiday time or additional straight time pay. Employees who are scheduled to work on days designated as floating holidays, must bank the holiday in the holiday bank. An employee may accrue a maximum of 240 hours of holiday time. The maximum accumulation of holiday time that may be carried over from one calendar year to the next is 160 hours. Any holiday time beyond the 160 hour maximum shall be paid by the end of February each year. Untaken, accrued holiday time will be paid at the current rate upon the employee's termination of employment with the Town. The employee's supervisor must approve any days off. Holiday pay will be paid based on the budgeted number of workweek hours whether or not the employee is scheduled to work on the holidays stipulated in Section 4.13 of these Rules.

3.18 ADDITIONAL COMPENSATION

The Town Manager has the authority to designate additional compensation when an employee is assigned a special project that is not related to the function of the department in which employed. The additional compensation may be in the form of a one-time bonus, upon completion of the project, or as a temporary increase in the employee's base pay for the period of time the employee is responsible for the special project. Additionally, the Town Manager may establish bonus programs to address a variety of needs, including recruitment, retention, and performance. A bonus is defined as a lump-sum payment that is not part of the employee's base salary.

3.19 TERMINATION PAY

An employee's official date of termination is his/her last day on the Town's payroll. Employees are entitled to payment of unused compensatory time, if applicable, as required in Sec. 3.13. Employees may also be entitled to payout of unused annual and sick leave, as outlined in Sections 5.1 and 5.2. Payout for retirees must be completed in no more than seven pay periods following the date of retirement. The Financial Services Director shall deduct and withhold from the final paycheck of the employee any amount owed the Town in payment for group insurance premiums, unreturned equipment or uniforms or other financial obligations. The final paycheck shall not be issued until the extent of any indebtedness has been determined and cleared.

3.20 PAY AUTHORIZATIONS AND CHANGE NOTICES

Every appointment, promotion, transfer, termination, and other temporary or permanent change in an employee's status or in the account from which he is paid must be reported promptly to the Human Resources Manager on the prescribed form. Each Department Head is responsible for completing these forms prior to the pay period in which the change becomes effective. Upon approval, the Human Resources Manager shall forward the form to the Department of Financial Services, which will distribute copies for the employee's personnel file, the originating department, and the affected employee.

3.21 PREPARATION OF PAYROLL

All payrolls shall be prepared in the Department of Financial Services from timesheets approved by the appropriate supervisor. Paychecks shall be distributed every two weeks on Friday. If that Friday falls on an official Town holiday, paychecks shall be distributed on the last regular workday prior to the holiday. The payroll period shall be the two weeks ending at midnight on the Saturday prior to payday. Checks shall be distributed by the employee's supervisor or other appropriate administrative personnel.

If an employee wishes to receive his/her paycheck on a date other than the designated pay date due to special circumstances (i.e., sickness or leave), the employee must submit a written request to the Department Head for approval. If approval is recommended, the Department Head must forward the request to the Town Manager. Any paycheck issued prior to the regular distribution date can be only for compensation earned during the payroll period.

The Town Director of Financial Services is authorized to make established deductions from an employee's gross pay to cover Federal and State income taxes, F.I.C.A. taxes, employee insurance premiums, and Section 125 plan deductions. With the authorization of the employee, the Director of Financial Services shall also make payroll deductions for the purpose of making contributions to the United Way Fund, ICMA-RC, and certain other authorized deductions. Individual deductions for other than the above shall be made only with the approval of the Director of Financial Services.

The Director of Financial Services is authorized to direct deposit to employee designated financial/bank accounts. These shall be limited to four separate financial/bank accounts. All newly

hired pay plan employees are required to participate in direct deposit for the full amount of their bi-weekly payroll. Any request for an exception to the direct deposit requirement must be made to the Town Manager and be based on financial hardship.

3.22 THE WAGE EMPLOYEE PLAN

Effective July 1, 1998, a Wage Employee Plan will include all non-Pay Plan part-time, temporary, and seasonal positions. A wage employee is defined as an employee who may work for a limited term up to 40 hours per week, not to exceed 1,500 hours during the initial year of employment or during any Affordable Care Act (ACA) measurement period of April 1 through March 31. The limited term may be for a one-time need, or it may recur each year. These hours may be distributed according to operational needs. Wage employees may be hired subject to funding availability and Department Head discretion. They will be paid at the prevailing minimum wage or higher as the wage market necessitates.

All School Crossing Guards hired prior to July 1, 1998, will be considered Pay Plan employees. Effective July 1, 1998, the School Crossing Guard position will be placed on the Wage Employee Plan.