

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> <b>HOURS OF WORK</b>	<u>Regulation No:</u> 2.12	<u>Effective Date:</u> December 15, 2021
	Supersedes: March 1, 1995, July 6, 2001	

**I. PURPOSE**

This administrative regulation is to identify the standard hours of work for Town employees.

**II. PUBLIC WORKS AND PARKS MAINTENANCE EMPLOYEES**

- A. The standard schedule for individuals assigned to the Nutley Street Property Yard and Northside Maintenance Facility (excluding Sanitation Division employees) shall be Monday through Friday from 7:00 am to 3:30 pm. Sanitation employees are scheduled to work Monday through Friday from 7:00 am to 3:30 pm. However, upon the completion of their assigned daily tasks, sanitation workers may then be permitted to leave while still being paid for an eight-hour day.
- B. Full-time employees shall receive one hour for lunch which is to be taken between the hours of 10:00 am and 1:00 pm. Lunch cannot be shortened to leave early, come in late or to earn overtime or comp time.

**III. TOWN HALL EMPLOYEES**

- A. The standard schedule for individuals working at the Town Hall shall be Monday through Friday from 8:00 am to 4:30 pm.
- B. Full-time employees shall receive one hour for lunch which is to be taken between the hours of 11:00 am and 2:00 pm. Lunch cannot be shortened to leave early or come in late.

**IV. COMMUNITY CENTER EMPLOYEES**

- A. The hours of operation of the Community Center may vary depending on the activities hosted by the facility. Generally, the Community Center is open as follows:

Monday-Friday:      8 a.m. to 10 p.m.  
Saturday:              10 a.m. to 10 p.m.  
Sunday:                12 p.m. to 9 p.m.

At the direction of the Parks and Recreation Director, employees may be scheduled to work any time during these hours. During a typical workweek, a full-time employee will work five 8 1/2-hour shifts with a one-hour lunch break.

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**V. PART-TIME EMPLOYEES**

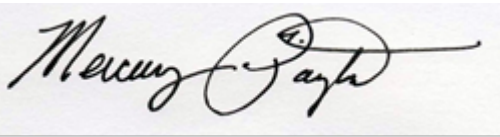
Part-time employees shall work during the standard hours of operation of the facility to which they are employed and assigned. Part-time employees are permitted to take a lunch break during the hours of 11:00 am and 2:00 pm, but shall not be paid for this time. Part-time employees will only be paid for the actual number of hours worked in a day.

**VI. POLICE EMPLOYEES**

- A. Administrative personnel shall work a five-day work week consisting of an eight and one-half (8 1/2)-hour shift, Monday through Friday. Full-time employees receive a one-hour lunch break which is to be taken between 11:00 am and 2:00 pm.
- B. Sworn Police Officers and Dispatchers shall work a schedule as authorized by the Chief of Police.

**VII. APPLICABLE DOCUMENTS**

None

<b>Signature of Town Manager:</b>	<b>Date:</b>
	December 17, 2021