

Exempt employees are excluded from specific provisions of federal and state wage and hour laws. The Town Council shall change an employee's exempt or non-exempt classification only upon written notification.

The following positions are considered Exempt:

Clerk/Treasurer	Police Officers
Town Council Members	
Utility Service Board Members	

The following positions are considered Non-Exempt:

Utility Superintendent	Utility Clerk – Regular Full-Time
Utility Worker -1	Utility Clerk – Regular Part-Time
Utility Worker -2	Parks Maintenance – Part-Time

In addition to the above categories, each employee will belong to one other employment category:

Regular full-time employees who are not in a temporary status and who are regularly scheduled to work at least thirty (30) hours per week are eligible for the Town's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular part time employees are those who are regularly scheduled to work less than thirty (30) hours and are not assigned to a temporary status and work a specific work schedule on a weekly basis. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are not eligible for other Town benefits.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Town is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Temporary or seasonal employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

Personnel Data Changes

It is the responsibility of each employee to notify promptly the Clerk/Treasurer of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Clerk/Treasurer.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle provided by the Town must present and maintain a valid driver's license and a driving record acceptable to the Town. You may be asked to submit a copy of your driving record to the Town from time to time. Any changes in your driving record must be reported to the Town Council immediately.