CHAPTER 2 – OVERVIEW

A. Definitions

1. *"Anniversary Date"* is the date that an employee begins employment with the Town and the same date in following years unless the anniversary date is adjusted consistent with the procedures set forth in this Manual.

2. *"Department Head"* may be each of the following: Town Manager, Town Attorney, Public Works Director, Parks & Recreation Director, Town Clerk, Finance Director, Building Official, Human Resources Director, Code Compliance Director, Tourism, Economic Development and Community Services Director and Police Chief,. From time to time, Department Head positions may be modified to reflect the current organization structure.

3. *"Employee"* is an individual who is engaged to work for or under the direction or control of the Town for monetary or other valuable consideration.

4. "Interim" in the event of a vacancy in a Department Head position, the Town Manager may appoint an existing full-time employee to the Interim Department Head until the position is filled.

5. *"Exempt Employee"* is an employee who is not entitled to overtime compensation pursuant to the Fair Labor Standards Act (the "FLSA").

6. *"Non-Exempt Employee"* is an employee who is eligible for overtime compensation pursuant to the FLSA.

7. *"Full-Time Employee"* is an employee who is regularly scheduled to work at least forty (40) hours per week.

8. *"Part-Time Employee"* is an employee who is regularly scheduled to work less than forty (40) hours per week.

9. *"Temporary/Seasonal Employee"* is an employee hired on a seasonal or temporary basis for a special project or other work of a temporary or transitory nature.

10. *"On Call Employee"* is employed on an intermittent basis to work special events, during peak work periods, to fill in for an absent employee and in other similar circumstances.

11. "*Regular Rate of Pay"* means the hourly rate of pay actually paid to an employee for the normal, non-overtime workweek for which he/she is employed.

12. *"Work Day"* means the period from 12:01 a.m. to midnight.

13. *"Work Week"* means the continuous seven (7) day period beginning at 12:01 a.m. on Monday and ending at midnight on Sunday.

B. Authority and Responsibility

1. Section 35 of the Town's Charter states that the Town Manager shall be the chief executive officer and the head of the administrative branch of the Town government. The Town Manager shall be responsible to the Town Commission for the proper administration of all affairs of the Town.

2. As the Chief Administrative Officer of the Town, the Town Manager shall direct and supervise the administration of all departments, offices and agencies of the Town, except the offices of Town Attorney, and except as otherwise provided by the Charter or by law.

3. The Town Manager shall appoint and remove officers and employees of the Town except as otherwise provided by the Town's Charter and except as he may authorize the head of the department or office to appoint and remove subordinates in such department or office.

4. This Manual is subject to all applicable local, state and federal laws and employment requirements such as the Fair Labor Standards Act.

5. The Town Manager will determine all personnel policies within the parameters of the Charter. It is Town Manager's responsibility to carry out the mandate of the Charter relative to the supervision and coordination of both Town employees and the personnel policies and practices of the Town.

C. Department Heads

1. Department Heads are expected to effectively supervise their employees and to maintain proper working relationships. They may adopt and enforce departmental regulations in addition to those contained in this Manual, with the prior written approval of the Town Manager.

2. Department Heads will regularly report on the effectiveness of employees under their supervision and notify the Town Manager of any changes in duties of any employee, in order that the Position Classification Plan will be maintained, and recommend salary increases in accordance with the budget.

D. Chain of Command

To facilitate the proper operation of departments, employees are expected to follow standard working procedures regarding a chain of command. All departmental operations are to be channeled through the employee's immediate supervisor. Failure to follow this procedure may result in disciplinary action.