

TOWN OF DANVILLE

DEPARTMENT

EXECUTIVE

Warrant Date: 12/31/2022

4130.10 Executive

Acct #	Description	Name of Payee	Amount
ex-110	Administrator	Kimberly T. Burnham	\$1,728.00
ex-111	Land Use/Assessing Admin		
ex-130	Selectmen Salary		
ex-112	Recording Secretary		
ex-115	Finance Director		
ex-341	Telephone		
ex-349	Software/Support		
ex-390	Prof Serv		
ex-391	Digitized Tax Maps		
ex-393	Background Check		
ex-430	Equip Rep/Serv Cont		
ex-530	Advertising		
ex-550	Printing Expenses		
ex-560	Dues & Subscriptions		
ex-610	General Supplies		
4911	cable		
ex-625	Postage		
ex-670	Books & Periodicals		
ex-740	Equipment		
ex-810	Training		
ex-821	Mileage Reimbur		
ex-829	Safety Training		
ex-830	Recording Fees		
ex-742	Tax Lien expense		

TOTAL \$1,728.00

Payment of these bills is approved and I certify that money has been appropriated for them in the current budget under the identifying code numbers. Services have been performed and supplies and/or equipment has been received.

DATE: 1/5/2023 Authorized SIGNATURE: _____

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	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9	KIM						
		DATE	TIME	HOURS	HOURS		
10							
11		2021 Hrs owed		110			
12		2021 Hrs used		52		remain	
13			REMAIN	58			
14							
15		2022 Hrs owed		110			
16		2021 leftover hrs		58			
17				168			
18							
19		1/10/2022	personal	6			
20		2/17/2022	sick	5			
21		4/7/2022	Vacation	8			
22		4/11/2022	Vacation	8			
23		5/9/2022	personal	8			
24		6/9/2022	Vacation	4.5			
25		12-Sep	vacation	8			
26		29-Nov	sick	8			
27		21-Dec	sick	4			
28		22-Dec	sick	4			
29							
30		USED HOURS		63.5			
31							
32		Hours Available in 2022		104.5			
33							
34				64			
35							
36				40.5			
37							
38							

balance

Remaining

TOWN OF DANVILLE

DEPARTMENT

EXECUTIVE

Warrant Date: 12/31/2022

4130.10 Executive

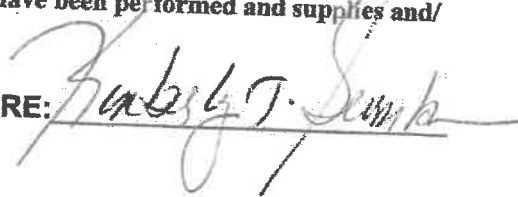
Acct #	Description	Name of Payee	Amount
ex-110	Administrator	Kimberly T. Burnham	\$1,026.00
ex-111	Land Use/Assessing Admin		
ex-130	Selectmen Salary		
ex-112	Recording Secretary		
ex-115	Finance Director		
ex-341	Telephone		
ex-349	Software/Support		
ex-390	Prof Serv		
ex-391	Digitized Tax Maps		
ex-393	Background Check		
ex-430	Equip Rep/Serv Cont		
ex-530	Advertising		
ex-550	Printing Expenses		
ex-560	Dues & Subscriptions		
ex-610	General Supplies		
4911	cable		
ex-625	Postage		
ex-670	Books & Periodicals		
ex-740	Equipment		
ex-810	Training		
ex-821	Mileage Reimbur		
ex-829	Safety Training		
ex-830	Recording Fees		
ex-742	Tax Lien expense		

TOTAL \$1,026.00

Payment of these bills is approved and I certify that money has been appropriated for them in the current budget under the identifying code numbers. Services have been performed and supplies and/or equipment has been received.

DATE: 1/5/2023

Authorized SIGNATURE:



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WEEKLY TIME SHEET

NAME _____ W/E 12/29/22

DATE	HOURS WORKED	TOTAL HOURS WORKED
12/23 Fri	8-5:15	8.25
Sat		
Sun	9.15	
12/27 Mon	8-5:15 1.5	10.75
12/27 Tues	8-5:30	9.50
12/28 Wed	8-4	8
12/29 Thur	8-5:45	9.75
TOTAL HOURS WORKED FOR THE WEEK		38.25

NAME 38 x 27 = 1026 ~~1026~~ W/E

DATE 1/5/23

DATE	HOURS WORKED	TOTAL HOURS WORKED
Fri		
Sat		
Sun		
1/2/22 Mon	Holiday	8
1/3/22 Tues	8-4:30 4.5	8.50
1/4/22 Wed	8-5:30 6:30-9:30	12.50
1/5/22 Thur	12:00-6:30	4.50
TOTAL HOURS WORKED FOR THE WEEK		

35.50 x 27 = 958.50

TOTAL:

I hereby certify that the time and hours recorded on this time sheet accurately and fully identify all time that I have worked during the designated pay period and that no additional sheet. hours were worked during the designated time period that are not reported on this time sheet.

II. EMPLOYEE CLASSIFICATIONS

EMPLOYMENT AT WILL

Unless otherwise provided in a written contract signed by Board of Selectmen, or unless set forth by an applicable statute, Town employees are considered to be employees at will. Town employees *at will* may resign from their employment at any time, for any reason. Likewise, the Town may terminate such employees at any time, for any lawful reason. Neither the policies contained in this Manual, nor any other written or verbal communication by a supervisor, is intended to change the at-will relationship or create a contract of employment.

EMPLOYEE CLASSIFICATIONS

At the time that you are hired, you are classified as a full-time, part-time, or temporary employee and are informed as to whether you qualify for overtime pay (i.e., whether you are exempt or nonexempt) and whether you have been placed in a benefit eligibility group. These definitions are described below.

FULL-TIME EMPLOYEES: Individuals who are regularly scheduled to work more than 35 hours per week and who fill an authorized full-time position.

PART-TIME EMPLOYEES: Individuals who are regularly scheduled to work 35 hours or less per week.

TEMPORARY EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project. Seasonal employees, those hired to work for twenty-six (26) weeks or less, are considered to be temporary employees. Temporary employees are not eligible for benefits described in this Manual except to the extent required by state or federal law.

NON-EXEMPT AND EXEMPT EMPLOYEES: Exempt employees are paid on a salaried basis and, because of their duties and responsibilities, are exempt from the overtime pay requirements set forth in the Fair Labor Standards Act ("FLSA"). Therefore, exempt employees are not eligible to receive overtime pay regardless of how many hours they work in a workweek. Conversely, non-exempt employees are entitled to be paid minimum wage for every hour worked and are entitled to receive overtime pay in accordance with the requirements of the FLSA and Town policy. (See Overtime Policy.)

BENEFIT ELIGIBILITY GROUPS: For purposes of determining benefit eligibility, employees are further classified as falling into one of four groups. Department Heads shall determine, prior to the start of the fiscal year, which employees fall into each group. An employee stays in a group throughout the fiscal year unless special circumstances warrant a change during the year. A Department Head must get approval from the Board of Selectmen before any group change can be made. Employees will be provided with advance notice in writing of any group change. If you are unsure of which job classification your position occupies, please ask your Department Head. Group designations are described below.

- Group I:** Part-time employee who works, on average, from 1 to 15 hours per week.
- Group II:** Part-time employee who works, on average, 16 to 30 hours per week.
- Group III:** Part-time employee who works, on average, 31 to 39 hours per week.
- Group IV:** Full-time employee (authorized by Selectmen or the legislative body) who works 40 hours per week or more.

PROBATIONARY PERIOD

All new employees will be required to successfully complete a probationary period, commencing on the first day of employment. The probationary period will normally be three (3) months in duration and may be extended for an additional three (3) month period by the Board of Selectmen. During the probationary period, an employee is not eligible for benefits. Full-time police officers are eligible for benefits when they successfully complete the Academy.

IV. BENEFITS

AVAILABILITY OF BENEFITS

The availability of benefits to Town employees is determined by which benefit eligibility group the employee is in at the beginning of the fiscal year (January 1).

Any benefit that consists of paid time off will be prorated and based on the average number of hours the employee works in a workweek.

BENEFIT DETAILS

HOLIDAYS

Employees are entitled to the following paid holidays, provided that the employee normally works on that day. Holiday pay will be paid at the straight time hourly rate and will be pro-rated for employees that regularly work fewer than eight (8) hours on that day.

Some employees may be required to work on holidays. Non-exempt employees who are required to work on a holiday will be compensated at the rate of one-and-one half times regular hourly pay in lieu of holiday pay. An exception is made for police officers who work a holiday. Officers who work the holiday will be paid for the 8-hour holiday at their regular pay rate plus they will be paid an additional 8 hours at the holiday rate of time and one-half.

Paid Holidays:

New Year's Day	January 1
Martin Luther King Jr./Civil Rights Day	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Friday after Thanksgiving	4 th Friday in November
Christmas Day	December 25

PAID TIME OFF (PTO)

The town believes that everyone needs time away from work for rest and rejuvenation. Consequently, the Town provides eligible employees with paid time off based on the number of hours worked. The Town's PTO policy combines leave for vacation, sickness, and personal time into a single paid time off benefit.

Accrued PTO may be used at any time during the calendar year in which it is granted, subject to Department Head approval. Your Department Head must approve all PTO usage in advance. PTO may not be used in excess of an eligible employee's regularly scheduled workday and/or workweek hours. At the end of each calendar year, a maximum of up to two weeks of accrued, unused PTO will be paid to the employee at the end of the calendar year, any exceptions will be authorized by the Selectmen.

Employees who separate from employment, for any reason, will be paid for any accrued unused PTO.

PTO Allotment by Benefit Eligibility Group

Group I: Group I employees are not eligible for PTO

Group II: Group II employees are granted up to two (2) weeks of PTO (accrued in equal quarterly installments), regardless of their years of service with the Town. The annual allotment is prorated based on the average number of hours the employee is scheduled to work per week. For example, a Group II employee who is regularly scheduled to work 20 hours per week would receive an annual allotment of 40 PTO hours.

Group III: Group III employees are granted PTO (accrued in equal quarterly installments), in accordance with the following schedule based on their years of continuous service to the Town. If there is a break in service longer than one year, eligibility for PTO will be based on the employee's current hire date: