

Paying of Town Employees During COVID-19 Emergency

Union employees are covered under union contract. With under 50 employees Town is not required to be covered under FMLA. Federal and state guidelines are changing rapidly, so subject to change.

Part Time Non Exempt (Hourly) Employees

1. All employees will be paid for work scheduled up to 3/21/2020.
2. Employees deemed essential will be paid hourly for work done only (onsite and remotely)- a time card must be turned in.
3. Essential part time employees are considered to be the Library Director, Assistant Assessor, Assistant Town Clerk/Assistant to Zoning & Building Dept
4. Non-essential employees will be laid off and can file for unemployment.

Exempt (Salaried) Employees

1. All current town exempt employees are considered essential.
2. Will be working remotely and in office.
3. Will be paid salary.

Paid Fire Fighter/EMT

1. Considered essential employees.
2. Will be paid for hours worked.

Sick or Exposed Non Exempt and Exempt Employees

Part Time Non Exempt (Hourly) Employees

1. Must use sick time first (if available), then choose to use vacation time (if available)
2. Essential employees may work remotely if physically and mentally able.
3. Employees will be laid off otherwise.

Exempt (Salaried) Employee

1. All current Exempt employees are considered essential
2. Employees will work from remotely if physically and mentally able, and will be paid full salary.
3. Must use sick time first (if available), then choose to use vacation time (if available)