

Saratoga Town Hall Friday Coverage Policy

Effective Date: _____

Purpose:

To maintain consistent public service while supporting work-life balance, Saratoga Town Hall employees will follow a three-week rotating schedule for Friday office coverage.

Policy:

1. Friday Staffing Rotation:

- The Town Clerk, Town Treasurer, and Deputy Clerk will rotate Friday office coverage on a three-week cycle.
- Each week, one designated employee will remain in the office from 8:00 a.m. to 5:00 p.m. on Friday.

2. Scheduling:

- A rotating schedule will be created and maintained by the Town Clerk or designated supervisor.
- Employees will be notified of their assigned Fridays at least one month in advance.

3. Coverage Duties:

- The employee scheduled for Friday coverage is responsible for answering phone calls, assisting walk-ins, and performing essential administrative duties.
- In the event of illness or an emergency, the scheduled employee must notify their supervisor immediately, and coverage will be reassigned.

4. Duration:

- This policy will be in effect during the summer months of June, July, August, and September.
- At the end of September, the policy will be reevaluated to determine whether to continue it throughout the entire year.

5. Equity and Flexibility:

- Every effort will be made to distribute Friday assignments fairly.
- Requests for schedule changes must be submitted in writing and are subject to approval.

Review:

This policy will be reviewed annually and may be updated as needed to ensure continued effectiveness and fairness.

Approved by:

Chuck Davis

Mayor of Saratoga

Date _____

Attest

Jennifer Anderson

Town Clerk