

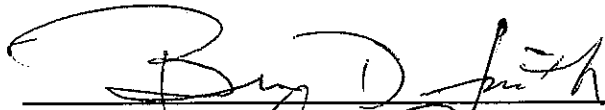
205

## LUNCH POLICY FOR TOWN CLERK'S OFFICE TOWN OF DERBY

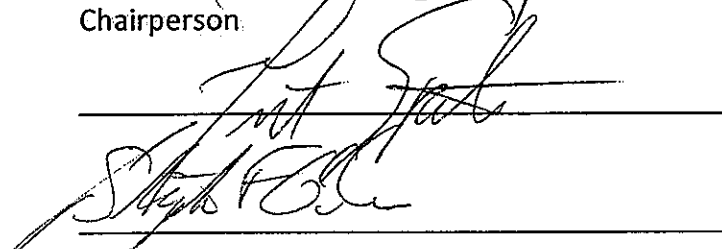
In order to serve the public more effectively, it is expected that our office will remain open and of service during the following hours: 7a.m. until 5p.m. We are expected to be open during the noon hour for the convenience of the public. In order to effectively administer our services, and to impress upon the public our commitment to professionalism, please adhere to the following lunch protocol; lunches will be half hour long. You may work out the coverage schedule amongst yourselves as long as the office is covered and the time you choose is of equal distribution.

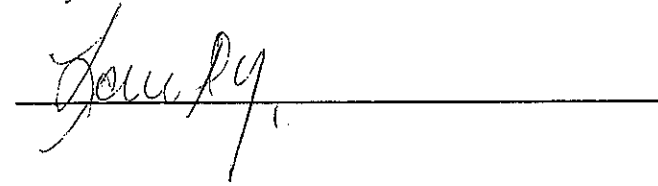
This schedule will allow us to adhere to the standard 40 hour work week schedule. Employees may spend their lunch break as they see fit.

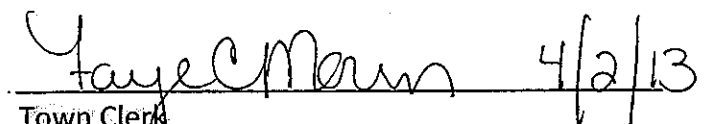
The foregoing Policy is hereby adopted by the select board of the Town of Derby, Vermont, this 1 day of APRIL, 2013 and is effective as of this date until amended or repealed.



Chairperson



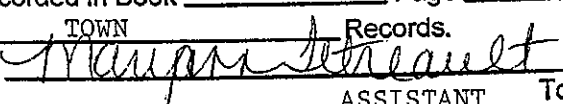


 4/2/13

Town Clerk

DERBY, VT

TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD

APRIL 2 A.D. 2013  
at 8 o'clock 15 minutes A.M.  
and recorded in Book TOWN #14 Page 265  
of TOWN Records.  
Attest:   
ASSISTANT Town Clerk