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: 7 a.m. until 5 p.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1 day of April 2013 and is effective as of this date until amended or repealed.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

[Signature]

[Signature]

[Signature]

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: [Signature] ASSISTANT Town Clerk