



Town of Thetford

PO Box 126

Thetford Center, VT 05075

(802) 785-2922

February 9, 2015

Memo: Budgeted weekly hours for each position

This memo summarizes the number of weekly hours each position is budgeted. The annual budget (\$) for each position is calculated as follows:

52 weeks per year X Hours per week X Hourly rate

Timesheets for the entire calendar year should *average* this weekly number of budgeted hours, regardless of how the time is allocated among actual hours worked versus vacation time. Employees CAN NOT use vacation time to bring their weekly total ABOVE their weekly budgeted hours. Positions not listed here (Recycling, Recreation staff, Treasure Island) should budget part time employee hours according to their annual budget.

<u>Position</u>	<u>Weekly Hours</u>
Public Works- All Positions	40
Police Chief (Salaried)	40
Town Clerk	30
Assistant Town Clerk	21
Recreation Coordinator	20
Treasurer	31
Assistant Treasurer	22
Zoning Administrator	16
Zoning Clerk	11.5
Head Lister	14
Listers	13
Listers Clerk	6
Selectboard Assistant	8

Sincerely,

Stuart Rogers
Selectboard Chair