

RULES AND REGULATIONS
HIGHWAY DEPARTMENT PERSONNEL

- 1) Working hours will be 7:30 A.M. to 4:00 P.M. with 30 minutes lunch time.
- 2) Personnel that will be unavoidably detained or absent will notify the highway supervisor at least 30 minutes before starting time.
- 3) Emergency work will be at the call of the highway supervisor, and worker will stay until released by him. Calls for emergency work will be responded to immediately unless a later time is agreed to between the worker and the highway supervisor.
- 4) The scheduled work week will be 40 hours, Monday through Friday. All emergency work over 40 hours will be at time and a half.
- 5) Personnel will be responsible for reasonable care of any equipment which they are assigned to operate.
- 6) Part-time workers will report at the hours assigned by the highway supervisor.
- 7) Job cards will be completed at the end of each day and will be turned in to the supervisor and will be signed by the worker.
- 8) Job assignments will be issued by the highway supervisor.

March 21, 1968