

**TOWN OF BLOOMFIELD**  
**POLICY MEMORANDUM**

SUBJECT: Employees Working In More Than One Job Classification      NO: 145.07  
DISTRIBUTION: All Departments      DATE: 8-8-18  
BY: Cindy Coville  
Director of Human Resources  
APPROVED: 

**I. PURPOSE**

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding the number of Town of Bloomfield positions (job classifications) an individual may be hired for.

**II. RESPONSIBILITY**

It is the responsibility of Human Resources to communicate this policy to employees when an application is received from an employee for an open position. It is the responsibility of all involved Department Directors to ensure grandfathered employees working in more than one department or working two jobs within the same department do not exceed 40 hours per week. It is also their responsibility to ensure grandfathered employees classified as regular part-time or hourly unscheduled who are not benefit eligible do not work more than 29 hours per week.

**III. FORMS**

None

**IV. PROCEDURE**

- A. An employee may not have more than one position with the Town of Bloomfield at any time.
- B. If an active employee applies for a Town of Bloomfield position and is offered the job, he/she will be required to resign from his/her current job in order to accept the new one.
- C. This applies to all regular full-time, regular part-time, and hourly unscheduled employees. Employees working in summer seasonal positions (pool and camp) may work in more than one summer seasonal position.

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**Grandfathered Employees:**

- A. Employees currently working more than one job for the Town of Bloomfield are grandfathered on their current positions; however, they may not accept a new position without resigning from their current positions. Upon accepting a new position, they will no longer be grandfathered and this policy shall apply to them going forward.
- B. Written approval for an employee to work more than 40 hours in a week must be obtained by the Department Director(s), the Director of Human Resources and the Town Manager in advance of the pay period in which the work will be performed. This will allow sufficient time for Human Resources to notify Finance and for Finance to calculate the overtime rate.
- C. Grandfathered employees working in regular part-time and/or hourly unscheduled positions who are not eligible for medical benefits may not work more than 29 hours per week on average during a calendar year.