

**Town of Mashpee  
Board of Selectmen**

**Policy No: 55**

**Department Head/Assistant Department Head Availability**

It shall be the policy of the Board of Selectmen to have either the Department Head or Assistant Department Head available to the public at all times. Therefore, at no time will approval be granted for both the Department Head and Assistant Department Head to be out on leave simultaneously.

The Board recognizes that an emergency may arise creating the need for both the Department Head and Assistant Department Head to be out of the office. Special consideration shall be given on a case by case basis, and only after review by the Town Manager and Board of Selectmen in a situation involving the Town Manager and Assistant Town Manager.

All departments without Assistant Department Heads are required to have at least one senior staff member on duty at the Department Head's time of leave.

***Adopted by the  
Mashpee Board of Selectmen  
August 6, 2007***