

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Office Hours
<b>ORIGINAL DATE:</b> May 20, 1999	<b>POLICY AREA:</b> Employee Relations
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-3.0
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Policy

Regular office hours of the Rainy River District Social Services Administration Board (RRDSSAB) will be 8:00 a.m. to 4:00 p.m. from Monday to Friday, inclusive.

Starting and finishing times of programs and services administered by the RRDSSAB which differ from the above must be approved by the Chief Administrative Officer (CAO).

In offices where there is not enough staff to cover all office hours, an answering machine may be available for public access during breaks or any absences of staff from the office. The answering machine will be checked upon immediate return of staff to the office and all calls dealt with as quickly as possible.

Staff will adhere to the office hours described within their respective *Staff/Collective Agreement*, if applicable.