

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-2 - Office Hours & Period of Closure

Preamble: It is both cost effective and practical to close the office to the public for the period December 24th to January 1st (inclusive). The present policy is designed to formalize the existing practice, ~~incorporating staff vacation.~~

Regular Monday to Friday office hours should be formalized.

Policy: That the Regional District office be closed to the public on Mondays and for the period December 24th to January 1st (inclusive).

Tuesday to Friday office hours shall be:

8:30 am - 12:00 pm

1:00 pm - 4:00 pm

Date: September 14, 1993
Amended: July 8, 1998
Amended: September 9, 1998
Amended: November 5, 2003
Review: November 15, 2012
Amended: November 14, 2013

Rational: To remove reference to staff vacation during this closure as Policy A-29 Personnel Policy speaks to this.

Board Meeting
NOV 14 2013
CCRD ITEM E(b)