



Enriching Lives &
Connecting Communities

**Hours of Work
Property Management Department**

Property Management
Policy No. 12045

Revision Date: November 18, 2013
Last Revised: January 24, 2011

Policy Statement

This policy describes the normal work hours assigned to personnel employed in the Property Management Department for the Richland County Recreation Commission. These hours may be changed or seasonally adjusted to accomplish the mission of the department.

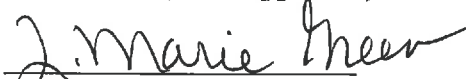
Guidance:

The normal assigned work hours for Richland County Recreation Commission Property Management Department Personnel (including Buildings and Grounds Staff) are from 7:00 a.m. until 3:30 p.m. Monday through Friday unless special provisions have been approved by the Division Head of Property Management. The Division Head of Property Management may adjust staff hours when necessary to accomplish the mission of the Department. In cases where an employee will be late or absent, the employee is responsible for following the leave request policies and procedures.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED:


J. Marie Green, Chair

For more information about this policy, contact the Executive Department.