

Standard Operating Guidelines

General Office Policy

Guideline # 170.03

Date: 01/08 N

PURPOSE

To provide policy, procedure and guidelines to properly manage and control the daily workings of the administrative office and personnel.

POLICY

The administrative staff shall abide by the following rules and procedures as established herein.

HOURS

Full time: Shift hours currently are from 7:00 a.m. till 3:00 P.M. with a 30 minute lunch break as close to possible to the middle of the shift. Summer hours for the full time clerk shall be approved each year by the District Chief.

Part time: Shift hours currently are Monday through Thursday 8:00am to 12:30. Hours may be changed at the discretion of the District Chief depending on District needs. Part time clerk shall not exceed 19 hours per week under any circumstance.

If the Clerks fail to take breaks, the employee must still work till the end of the scheduled shift.

Overtime: There shall be no overtime for the part time Clerk. There shall be no overtime for the full time clerk without prior approval by the District Chief. Standing overtime for Board meetings is approved for 30 minutes prior to the meeting, during and 30 minutes after the meeting.

DRESS

Office staff shall dress in a manner reflecting a business office atmosphere.

GENERAL OFFICE PROCEDURES

The following procedures are to be followed to improve efficiency of office staff and functions:

- Personal visits in the office are to be kept to a minimum to avoid loss of time and productivity.
- Personal phone calls, either cell or office are to be kept to a minimum to avoid loss of time and productivity.
- Computers are to be used for work related issues only. Personal surfing, e-mails or instant messaging of a personal nature is prohibited.
- Mail is to be opened on a daily basis, stamped and distributed as needed.
- Minutes of all Board meetings shall be completed and distributed for approval by Friday of the week that the meeting occurred in.
- Requisition orders submitted shall be processed within forty eight hours and ordered within twenty four hours after receiving approval and all proper documentation.
- Overtime must be approved by the District Chief prior to using.
- No children or pets will be allowed within the office.
- No work is to be brought home.
- Employees are expected to report to work on time.
- Office space shall be maintained in a neat appearance filing all paperwork, documents immediately.
- Errands needing the employee to leave work shall be scheduled well in advance so a company vehicle will be available. Use of personal vehicles on company business is discouraged.
- A weekly errand schedule shall be provided to the District Chief to coordinate with other areas to lessen the time administrative staff is away from the office.
- All written communications to any State agency concerning any employee matter shall be sent certified, return receipt requested.

PROCEDURE BOOK

A book of office procedures shall be maintained in the office listing all duties, procedures, dates due and times due. This book will give another employee the guidance to fulfill the required task at hand in case of absence of the primary employee. At a minimum this book shall list procedures for:

- Payroll
- Purchasing
- Elections
- Advertising
- Check writing, deposits, Account numbers, Bank names

In addition a contacts list shall be placed in this book listing the names of all District Business contacts names and numbers. This contacts list shall be updated at the end of each quarter.

Approved:

Date:

District Chief: