

Policy & Procedure Manual

LEAVING WORK AREAS – HR-III-6

POLICY:

Employees are expected to spend their working hours carrying out their duties in the area where they are assigned. Visits to other areas are to be made only when related to agency business. Each employee is to ensure that his/her immediate Supervisor is apprised of their whereabouts and obtain advance approval as required.

PURPOSE:

1. To ensure employees' whereabouts are known and accounted for re: (1) emergency situations, and (2) time records purposes.
2. To ensure employees are accountable for their full scheduled hours.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

