



TOKI
Work Schedule Policy

Policy Title: Work Schedule
Policy number: 2013-07-01
Effective Date: July 1, 2013
Approved By: Bruce D. Spicher

Purpose:

Establish work hours for staff.

Requirements:

- Office staff are required to work 8:00 am - 4:00 pm, Monday through Friday.
- Exception: Unless an offset schedule has been pre-approved.
- Inspectors' work hours are 7:00 am-3:00 pm Monday-Friday.