



Policy Type:	General Government
Policy Title:	Office Hours Policy
Policy Number:	100-16

Authority:	
<i>Council Resolution #</i>	235/22

Policy Objective

To insure hours of operation are standardized with the RM of Loon Lake No. 561

Background

Whereas the Village of Loon Lake and the Rural Municipality of Loon Lake No. 561 have entered into an administrative services agreement, it is necessary to insure standardized hours of operation.

Purpose

To establish the hours in which the office will be open to serve the rate payers and the public

Office Hours

The Municipal Offices of Loon Lake shall be open to the public the following hours

Monday to Friday 9:00 a.m. to 4:30 p.m. (inclusive of noon hour)

Exceptions

The office will be closed on all statutory holidays

The office will be closed on Easter Monday (March/April), Christmas Eve (December 24) and Boxing Day (December 26)

-These days are deemed to be work days, however hourly employees have option of taking day off without pay or using vacation or banked time pay.

The office may be closed to the public for the first 2-3 days of a new fiscal year to allow staff to close off municipal software and to advance computer systems to the new fiscal year.

Staff safety is a priority. The administrator may close the office in due to:

- a. Immediate danger in the vicinity
- b. Pandemic and/or sickness (following Saskatchewan Health protocols)

Effective Date/Repeal

This policy will come into effect on January 1, 2023 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to office hours that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.