

Reference : HUMAN RESOURCES
Section : WORK RULES
Title : EMPLOYEE ACTIVITY
Policy Number : 04-05-02
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Revision Date :

I PURPOSE

The purpose of this policy is to define the Authority's position the activity of employees in the work place.

II POLICY

All employees are expected to be at their assigned workstations during specified work hours. Employees may only leave their departments for the purpose of conducting Authority business, and notification of the employee's destination and purpose should be provided to the supervisor or department head.