



TOWN OF RAYMOND

Adopted By:

Motion Number:

Authority to Administer: Director of Corporate Services

Policy Number: GP- 2017-01

Policy Name

Office Hours Policy

Policy Purpose

This policy will define the hours the Municipal Office is open to the public and develop a procedure whereby these hours may be amended.

Policy Statement

The Municipal Office of the Town of Raymond will be open to the public, Monday through Friday from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m., excluding general holidays as outlined in the Union Memorandum of Agreement. Hours may be amended by the procedure below.

Policy Procedure

The regular hours the Municipal Office is open to the public may be temporarily amended by the following procedure:

1. Request for a temporary change to the hours the Municipal Office is open to the public are to be directed to the C.A.O.
2. If the C.A.O. feels that the request is valid, the C.A.O. is to obtain permission from the Mayor or in the Mayor's absence, from two Council Members.