

Policy No.:	Procedure:	Page 1 of 1
Date Approved:	Operation of Municipal Office	

Hours of Operation:

The Municipal Office shall be open between the hours of 9:00 am and 4:00 pm daily, Monday through Friday, except statutory holidays. The office shall be open to the public for a minimum of 35 hours per week.

If the office must be closed on a regular working day, the Clerk or Deputy-Clerk shall seek the prior approval of at least one member of Council if possible and shall post a suitable notice of the closure.

Staff

The Clerk and Deputy-Clerk shall observe the requirements of their respective employment contracts. Employment contracts shall be reviewed on a schedule to be outlined in the contract.

Vacations are to be taken as per the employment contract. Sick leave, bereavement leave, jury duty, and medical benefits shall be established as per the respective employment contract.