

NR_key_name: 6C9EFE45621D8213852562760048592B

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DisplayDate_Time: 8:29:58 AM

ComposedDate: 11/16/1995

ComposedDate_Time: 8:10:14 AM

Subject: work schedules, etc.

I thought a lot about our several work schedule and promotional opportunities conversations last night. Number one: to avoid problems with scheduling in my last three weeks here and to avoid problems further after I leave please select a set schedule you will work, advise me, Tracy and David of it via email, and adhere to it. Based on what Tracy explained to me months ago about schedules, we work a 40 hour week with a one hour lunch, we get paid for one-half hour of that lunch. Approved schedules are as follows: 7:30 am to 4:00 pm; 8:00 am to 4:30 pm; 8:30 am to 5:00 pm; 9:00 am to 5:30 pm; and 9:30 am to 6:00 pm. Choose one of those options. I think it advisable that you do not begin before or work after those set hours. If there is a day you will arrive late or need to leave early, advise me the day before via email. Ask if you can make an adjustment in your work schedule to accomodate the need, or if you should take leave instead. In my absence advise David and Tracy via email. Fill out leave slips timely and submit them to David in his in box. Notify Tracy and David via email that you are requesting leave and have submitted a slip for his signature. I believe you should do it to protect yourself, and to follow correctly government time and attendance requirements. Number two: After reflecting on how to approach David about who will take over my position I do not think it in your best interest to approach him so soon. For one thing, he may need several days or even weeks to decide how to handle the vacancy. (When Sheryl left he did not fill the General Counsel position for five months. They did not even begin to recruit until after she left.) It is possible that because of the budget shortfall for FY96 he will need time to run the numbers, etc. to decide what to do. Also, it would be unfortunate for him or anyone else to think that you are seeking this position "before the body is cold" especially since I will hold this position for another three and one-half weeks. I realize your zeal to move ahead and I know DC is a competitive, cut-throat town, but I would temper my approach. This is a recommendation only, you may choose to follow it or not as you deem appropriate. We can talk more tomorrow at lunch. I thought back to how David handled the situation when our former General Counsel Sheryl Walter left in late May.

Body: May.

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