NR_key_name:	2CC7C8902F15B98B852563D900595236
SendTo:	CN=Tracy Shycoff/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Cathy Rodriguez/O=ARRB
DisplayFromDomain:	
DisplayDate:	11/05/1996
DisplayDate_Time:	11:16:55 AM
ComposedDate:	11/05/1996
ComposedDate_Time:	11:15:37 AM
Subject:	Re: Work schedules
Body:	To:Cathy Rodriguez/ARRBcc:Tracy Shycoff/ARRBFrom:Jeremy Gunn/ARRBDate:11/05/96 11:09:31 AMSubject: Re: Work schedulesFine with me.To:Jeremy Gunn/ARRBcc:From:Cathy Rodriguez/ARRBDate:11/05/96 11:00:11 AMSubject: Re: Work schedulesJeremy, I would like to work 8 - 4:30 if that suits you. Occasionally with traffic, I run late. I always make up the time by staying later in the evening. If this is a problem, please let me know. To:Irene Marr/ARRB, Michelle Combs/ARRB, Joseph Masih/ARRB, Ron Haron/ARRB, Cathy Rodriguez/ARRBcc:David Marwell/ARRB, Phil Golrick/ARRB, Jeremy Gunn/ARRB, Tim Wray/ARRB From:Tracy Shycoff/ARRB Date:11/05/96 09:05:57 AMSubject:Work schedulesI'm sure that some of you are aware of our "set flexible work schedules" in this office but I'll tell you again anyway!You are required to work an 8 1/2 hour day. This includes a 1 hour lunch break. Our core office hours are between 9:30 and 4:00. This means that everyone must arrive by 9:30 and noone leaves before 4:00 without being charged leave.Please discuss your choice for your work schedule with your supervisor and then e-mail it to me. Keep in mind that the front door is officially unlocked between 7:30 and 7:45 a.m. (although it is usually open before that, those are the first official arrival times of authorized employees). Therefore, you should not set your official schedule to start before 8:00 or you may end up sitting in the lobby waiting to be let in on occasion!If you are not here during your official set hours, you must do a leave slip and have your supervisor sign it and then give it to me. Obviously, there can be minor modifications to your hours on occasion, but these must be cleared through your supervisor and then let me know. If you have any questions, please come see me. Thanks.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	