

TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC.	DATE: October 8, 2001
	SUBJECT: Non-Workday Building Access

WIB ADMINISTRATIVE DIRECTIVE

WIBAD-01-4

TO: WID Administration
Employment Connection Providers Housed in WIB-Leased Facilities

SUBJECT: NON-WORKDAY BUILDING ACCESS

EXECUTIVE SUMMARY:

Purpose:

This directive transmits the policy/process for building access outside of the normal workweek or normal workday.

Scope:

This directive applies to all partners, contractors and staff housed in WIB leased facilities.

Effective Date:

This directive is effective on release.

REFERENCES:

- WIA Section 667.200
- Title 29 Code of Federal Regulations (CFR) Part 97 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"

FILING INSTRUCTIONS:

Retain this directive until further notice.

BACKGROUND:

It is understood that occasionally there is a need for working hours beyond the normal 8 hour day or 40 hour week. Resource management and security are two major issues apparent in extending hours of operation beyond the norm.

POLICY/PROCESSES:

Definitions:

Normal Workweek: Monday through Friday.

Normal Workday: From 8 a.m. until 5 p.m.

Procedures:

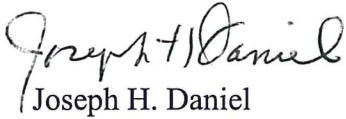
Anyone needing to use WIB leased building space outside of the normal workday or workweek, give or take ½ hour, must sign in and out using the sheet located at the entrance of all facilities. Evening or weekend work should be at the discretion of your supervisor.

ACTION:

Bring this directive to the attention of all partners, contractors and staff housed in WIB leased facilities.

INQUIRIES:

Please direct inquiries about this directive to the Tulare County Workforce Investment Department Administrative Office at (559) 713-5200.



Joseph H. Daniel
Administrator

JD:bc:

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