

SUPPORT SERVICES

Policy 5720

Secretarial Services

Conditions of Work

Assignment, working hours and salary shall be determined at the time of employment. Secretaries and/or clerical workers may be required to attend appropriate meetings or training sessions.

Secretaries and/or clerical workers are responsible to the person to whom they are assigned; but at times when the work load is heavy; their services may be pooled to achieve maximum efficiency.

Ref: South Iron R-I Policy Manual (1983)