

**Riverside Cemetery District
Board Policy**

OFFICE HOURS

Policy 68

The office and shop hours for the District are 8:00 a.m. until 4:30 p.m. Monday through Friday except on holidays. Employee work hours will coincide with these hours unless operational demands necessitate variations in starting and ending times. The lunch break is from 12:00 until 12:30 p.m. Employees may occasionally be assigned to serve the public during the normal lunch period or after normal office hours.

Adopted: 11/9/2004