

## **CHAPTER 1 – GENERAL PERSONNEL POLICIES**

### **1.2 OFFICE HOURS**

The office and shop hours at Riverside Cemetery District are 8:00 a.m. until 4:30 p.m. Monday through Friday except on holidays. 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.