



## FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

### **POLICY: Call-in Policy and Procedure When Working at the Deroche Office**

**Date Issued:** February 4, 2002

**Date Amended:** June 30, 2006  
Nov. 21, 2006  
Nov. 27, 2007  
May 2, 2012  
April 2015

### **PURPOSE**

To ensure a safety measure is in place for staff traveling to and from and working in isolation at the Deroche office.

### **POLICY**

The staff member assigned to work in the Deroche office must check-out with the Chilliwack office Receptionist prior to leaving for Deroche and check-in upon their return.

In addition, the staff member must call in to Reception periodically throughout the day, as outlined in the procedures.

### **PROCEDURE**

#### For Staff Member Assigned to Work in the Deroche Office:

1. Check-out with the Receptionist prior to your departure from the Chilliwack office.
2. Call back to the Receptionist upon your arrival at the Deroche office.
3. Call the Receptionist at 12:00 (when go for lunch) at 1:00 (when return from lunch).
4. Call Reception just prior to leaving the Deroche office for return to the Chilliwack office.
5. Check-in with the Receptionist upon return to the Chilliwack office or, if you are not going to arrive back before 4:30, call in to the Receptionist by cell phone or mic phone to advise of your whereabouts by 4:00 p.m.

## **Call-in Policy and Procedure When Working at the Deroche Office**

### For the Receptionist:

1. Maintain a log to note the date and the name of the staff member assigned to the Deroche office, the time the staff member left for Deroche, the times he/she called in, and the time he/she returned. At the end of each month, forward the log to the Human Resources Department.
2. Should a staff member fail to call in within one (1) hour of departure from the Chilliwack office, or within seven (7) minutes of the designated times of 12:00 or 1:00, the following steps are to be taken:
  - a. call the Deroche office @ 1-604-826-4023 to contact the staff member
  - b. if no response, alert Monica Stewart, Building Bylaw Clerk, Margaret Thornton, Director of Planning, and Randy Castle, Manager of E9-1-1 and Information Technology.
3. Staff are to leave the Deroche office by 3:30 so they arrive back before 4:30. If the staff member has not returned or called in just prior to the end of your shift at 4:30, advise Margaret Thornton or Monica Stewart.