



ADMINISTRATIVE ORDER No. 7-2010

TO: All Non-Exempt Administrative Employees

FROM: City Manager

RE: Hours of Operations

EFFECTIVE: Date of Signature

Under Chapter 6 Attendance, Section 1 – Hours of Work, of the City of Sterling’s Personnel Policies, I am designating the City Hall hours of operations to be 8:00 A.M. to 5:00 P.M., Monday through Friday, subject to policies regulating closure days and inclement weather days. The City Hall location for the purpose of this Administrative Order is the physical address of 421 N 4th Street, Sterling, Colorado.

Employees are expected to maintain a presence in their respective or designated work areas during the workday. Departments with continuous operations throughout the designated hours of operations shall schedule staff appropriately in order to maintain station coverage throughout the hours of operations.

No central reception or customer service area shall be left or be allowed to be unattended during the designated hours of operations.

Donald R. Salvo

City Manager

11/5/2020

Date