

Secretarial Support						
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
S-3 # 1 (Admissions/Highschool Office/RCTC)	Off	8:00-2:00	8:00-2:00	8:00-1:00	8:00-3:00	24
S-3 # 2 (Student Services/RCTC)	9:00-2:00	9:30-2:30	9:30-2:30	9:30-2:30	10:00-2:00	24
S-3 # 3 (Facilities/Guidance/RCTC)	1:00-6:00	1:00-6:00	1:00-6:00	1:00-6:00	Off	20
S-3 # 4 (RCTC/other support)	3:00-8:00	3:00-8:00	3:00-8:00	3:00-8:00	Off	20
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Results

- Accommodate a current employee change in schedule request
- Ability to concentrate on responsibilities
- More opportunities for coverage
- Ability to call in if needed for absences and projects
- More flexibility in summer for projects and due dates
- Additional employee
- Additional 5 hours of coverage
 - RCTC
 - Fingerprinting

11/11/2011