



**DIRECTOR'S POLICY #100-14
PUBLIC SERVICE HOURS**

Effective Date: September 24, 2009

Approved By:

- I. PURPOSE:** The purpose of this policy is to establish public service hours for the Department of Professional and Occupational Regulation.
- II. POLICY STATEMENT:** The Department of Professional and Occupational Regulation public service hours are 8:15 a.m. to 5:00 p.m. Monday through Friday with the exception of those days when state offices are closed due to holidays, inclement weather, emergencies, or as otherwise lawfully directed.
- III. DEFINITIONS:** N/A
- IV. RELATED DOCUMENTS:** N/A
- V. GENERAL PROVISIONS:**
 - A. PUBLIC SERVICE HOURS ESTABLISHED BY THE DIRECTOR**

The Director of the Department of Professional and Occupational Regulation shall establish the Department's public service hours in accordance with operational and customer service guidelines set for state agencies.

Policy Title:	Director's Policy #100-14 Public Service Hours	Effective:	09/24/2009
Submitted By:	Dawn Waters, Policy, Planning & Public Records Director	Guidance Document:	Yes
Supersedes:	Director's Policy #100-14 Public Service Hours (Effective 05/21/2003)		Page 1 of 1