



Memo

To: All Animal Care Staff
Dr. Greg Lawson, Markshaun Fields, Sarah Laraway, Mel Boren, Quig
From: Driver

Date: 5-19-17
Re: Weekend Work Flow

My directive since the schedule was changed to a 5 hour Saturday and Sunday was to have the weekend crew work as a team. That included calling a central person when an area was completed and offer to help in another area until everyone had finished and were ready to leave at the same time. These changes are made to reduce the inequities regarding weekend duty. Weekends will be reduced to “time worked” beginning July 1, 2017.

1. Weekend assignments will be completed.
2. Weekend “area work sheets” will be completed by each supervisor within 24 hours of the weekend or holiday.
3. All staff will meet at 7:10 ready to work and will assign each person a letter (all rooms and entry will be plotted as 1A,B,C,D, 2A,B,C,D etc)
4. A schedule of buildings will be laid out ahead of time and all weekend employees will meet within the “start” facility.
 - a. Facilities include: LKS/NAF, LSA -6/Basement, VLSB, Minor, Field Station
 - b. Be good to have a schedule of rooms ahead of time and assign people to those rooms
 - i. Supervisors will plot the order of rooms and how many people will work each room/suite and the order of which the rooms will be entered.
 - ii.