


Wales Township Policy No. 004

Adopted by Majority Vote of the
Wales Township Board on 10-1-13



Wales Township Clerk

Office Hours

The Wales Township regular business office hours shall be:

Mondays	8:00 A.M. to 4:00 P.M.
Tuesdays	8:00 A.M. to 4:00 P.M.
Thursdays	8:00 A.M. to 4:00 P.M.

The business office shall not close for lunch or breaks. The office will be closed on Christmas Day, New Years Day, Thanksgiving Day, Independence Day, Labor Day, Memorial Day and for unsafe winter road conditions that result in substantial school closures. The office may also be closed if there is good cause (critical failure of hall facilities, insufficient staffing, etc.). The decision on closure will be made by the Township Supervisor who shall make a reasonable attempt to inform the office staff. If there is a question on a closure it shall be resolved by any two of the Township Officers: Clerk, Supervisor, Treasurer.

The Township Office will remain open during regular business hours as long as there is at least one staffer available. However, every effort shall be made to have more than one employee present when the office is open.

Paid and unpaid vacation days must be pre-approved (except in bona-fide emergencies) in order to maintain office coverage.