

ADMINISTRATION POLICIES



**STAFF – CLERICAL, ENGINEERING &  
HEALTH POLICY**

**Objective**

To provide optimum salary levels and conditions for Staff commensurate with levels of responsibility and performance and within the framework of Council's resources.

**Policy**

Council shall close its Office between Christmas Eve and New Year's Day each year in recognition of unpaid overtime worked by the Staff and this period shall be granted to the Staff as special paid leave.

**Reason**

To compensate for unpaid overtime.



*Reviewed Works Committee Meeting 28th May, 1987 - Minute No. 182/87.*

*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

*Reaffirmed Council Meeting 28 October 2009 – Minute No.: 67/2009-10*