

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 685
VERSION: 1

SUBJECT/TITLE: OFFICE POLICY

- POLICY:**
1. Answer all phone calls to the division, routing them to the proper individuals as necessary.
 2. Receive and sort the mail, delivering it and other written communications to the proper person or department.
 3. Maintain the employee time records, scantrons, Staffing Variance, and Overtime logs.
 4. Receptionist.
 5. Maintain the library of operating and maintenance manuals.
 6. Post bulletins and maintain bulletin boards.
 7. Perform messenger services, such as delivering reports to payroll office, receiving paychecks, and locating an employee for emergencies.

PURPOSE: To state Facilities Division’s office policy.

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: 07/16/2015	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	