



State of Idaho
DEPARTMENT OF WATER RESOURCES
STATE OFFICE, 1301 North Orchard Street Boise, Idaho 83706-2237 • (208) 334-44

CECIL D. ANDRUS
Governor

This Guidance Document is not new law but is an agency interpretation of existing law. For more information or to provide input on the document, please contact the Administrative Assistant at 208-287-4800. (Feb.2020)

R. KEITH HIGGINSON
Director

MEMORANDUM

TO: Bureau Chiefs
FROM: R. Keith Higginson *RKH*
DATE: February 18, 1988
RE: RECEPTIONIST RELIEF

Miscellaneous Memo No. 3

I am requesting the department staff provide rotating relief for the lunch period of the receptionist position.

The schedule for relief is as follows:

Monday	Energy Resources Bureau (Irene, Helen, Vac. Secretary)
Tuesday	Technical and Operations Bureaus (Cody, Rita and Roberta)
Wednesday	Adjudication, Support & Operations Bureaus (Dena, Mark and Linda T.)
Thursday	Administration, Legal and Support Services (Anita, Debbi and Nancy)
Friday	Operations Bureau (Darla, Cheryl and Sharla)

The lunch hour break will be from 1:00 p.m. to 2:00 p.m. Each area will be responsible for scheduling and coordinating your specific time to allow for flexibility of work load.

The rotating relief should begin Monday, February 22, 1988. Thank you for your cooperation.

The break relief will be handled by Diana, Hotline Specialist Position.

cc: Norm Young
Wayne Haas
John Hammond
Receptionist