NR_key_name:	9F4ED6F26CDA402E85256249006A8F75
SendTo:	Admin
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	10/02/1995
DisplayDate_Time:	3:27:57 PM
ComposedDate:	10/02/1995
ComposedDate_Time:	3:23:55 PM
Subject:	phone coverage
Body:	We will have an admin meeting soon, but in the meantime I would like to implement the following procedure:On the day that you cover the phones for Christina's lunch, please also give her a morning and afternoon break. For now, let's try 10:00-10:15 and 2:30-2:45. If Christina needs to go to the ladies' room at a time other than the scheduled time, she will give you a call. If you are not able cover the phones on your assigned day at either the scheduled time or if Christina needs you, let me know. Thanks and if we need to we can discuss this more at the admin meeting.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	