

Front Desk Back Up Procedure

Department of Chemistry

12/16/2010

The front desk of the Department of Chemistry must be staffed at all times between 8:00 a.m. to 5:00 p.m. Monday through Friday. The staff position responsible for front desk coverage is the Front Desk Receptionist. In the event that the receptionist is out, the following back up plan shall be effective to ensure adequate coverage.

Front Desk Back Up Staff

	<u>Position</u>	<u>Name(s)</u>
1	PT Staff/Student employees	Courtney Minick, La Toyia Mc Donald, Ericka Vasquez
2	Administrative Coordinator	Marye Jones
3	Financial Coordinator	Felipe Romero