

Department of Operations



Students First

Inspire, Educate, Celebrate

Memorandum

TO: Building Engineers, B.O.S., and Custodians

FROM: Shawn Donohue
Assistant Director of Plant Operations

DATE: April 25, 2025

SUBJECT: Operations Employees Leaving the Building During Working Hours

Cc: Nada Alamaddine, Director of Human Resources, Non-Instructional Staff
Mark Andrews, Director of Operations and Purchasing

Please be advised that, effective immediately, operations personnel with paid lunch are only allowed to leave the school premises during work hours if it is specifically for job-related business. Leaving the building for lunch or any other personal reason is not permitted. In emergencies, employees may leave the building premises only after punching out and must provide appropriate verification of the emergency.

If you have any questions, please contact me at (313) 827-3212

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