



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Seniors and People with Disabilities
State Operated Community Program
4494 River Rd. N., Keizer, OR. 97303
PO Box 14680; Salem, OR 97309-0449
Phone: 503-378-5952 FAX: 503-378-5917

DATE: 8/29/13
TO: All staff, CMT, SM's, BVS1's, BVS2's, RN's, Admin, Central Training
FROM: Jana McLellan, SOCP Director
SUBJECT: Central Training Lunch Schedule

Effective Sept 3, 2013, the Central Training schedule for all classes will be 8:00am – 4:00pm. You will receive two 15 minute breaks, one at mid-morning and the other at mid-afternoon. This will be a working lunch and everyone is welcome to bring a lunch and eat during class. This is necessary for any 8 hour training conducted at the Central Training space in Keizer. If you have a 4 hour class, a lunch break does not apply. Staff may use their 15 minute breaks to run across the parking lot to purchase food. Thank you in advance for observing this change.

cc: Colleen Savage, AFSCME
Lois DeLong, HR Manager