

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR50.10

SUBJECT: NOTARY PUBLIC

DATE REVIEWED/REVISED: 11/98,3/16, 11/18, 5/20

POLICY STATEMENT:

This service is provided for the convenience of employees. Since it requires the time and attention of specific RVCC employees, the service must be limited to RVCC employees.

PROCEDURE:

Any employee who has a document which must be notarized may have this service performed at no charge in accordance with the following:

1. Documents will be notarized for the employee only.
2. Notary Public service will be available to employees from 9:00 A.M. to 4:00 P.M. on weekdays. No service will be available on weekends or holidays.
3. Notary Public services will be provided in the Administration location at 6 Isabella Street, Holyoke, MA.