

Phone: 505-821-0193

Out of the Office Policy

- Anytime a manager or assistant manager leaves the office and closes it for anything other than a regularly scheduled lunch, you will need to inform the corporate office. This includes running errands, unit inspections, court hearings, Lowes runs, etc.
- Please send an email to the employees of corporate or call the office when leaving for an errand.
- All offices with two or more staff members will NOT close for lunch. The staff
 must schedule lunch at separate times. The goal is to accommodate for our
 residents as much as possible.

Updated on: March 31, 2014