

## **ASI Student Government Office Hours Policy**

### **Background**

According to the ASI Code of Conduct the Board of directors must maintain a minimum amount of office hours per week according to their position so that they are available to their constituents. But there is no specifics on when officers should be holding their office hours and what is expected during those hours.

### **PURPOSE**

The purpose of the ASI Student Government Office Hour Policy has been developed to expand on expectations and create accountability for board and senate members.

### **EFFECTIVE**

This Policy will go into effect August 2025. Any changes to this document moving forward will be effective for the following academic semester.

### **POLICY**

#### **Minimum Office Hours**

According to the Code of Conduct officers are required to hold the minimum amount of office hours each week based on their position, as follows:

#### **Position Rank Scheduled Office Hours**

President/CEO, Vice Presidents, ~~Chair~~ 6

Directors 5

Senators 4

#### **Where office hours must be held**

Office hours should be held in the ASI office or on campus tabling whether that be on the Hayward or Concord campus but that must be communicated to students and be reflected on the ASI



website or wherever Office Hours are posted.

If a member of the board chooses to do their office hours somewhere other than the ASI office or table, this must be approved by the Executive Vice President and reflective and promoted to students.

If a member is having an event or out for a meeting that must be communicated to the EVP/ ASI front desk via email to ensure board members are still maintaining their office hours.

If a member is not able to hold office hours physically in person, it will be a case by case basis to allow a hybrid office hours determined by the ASI Personnel Committee.

If there is a state of emergency determined by either the State of California or executive committee of ASI office hours should be shifted to an online format.

### **When can you have office hours**

Depending on the officer, office hours cannot be during Board of Directors meetings. So, someone who sits on the Board cannot have their office hours during those times. The reasoning for this being is that the officer is not accessible to their constituents if they are in those meetings.

If an officer is responsible for a committee, you may use no more than one hour of your office hour bi-weekly to meet with your committee.

Officers may also not do all their office hours on one day. They must be on at least two days of the week to be accessible to students. And be available by appointment in the case their constituents are not able to meet with them during their office hours.

Office hours must be between working hours unless requested by students to be open later.

### **Expectations during office hours**

The expectation for members during office hours is primarily to be able to their constituents and the concerns they may have. While students may not always be in the office during the office



hours members should be expected to be doing any ASI related work during their office hours. If 2 a member feels as though they have nothing to do they should ask if anyone in the office needs assistance. They may also take meetings with campus officials during this time but must be communicated prior to that meeting date.

### **Breaks**

Officers may take a rest break during their office hours depending on how many consecutive office hours they are holding for the day. If they are having three or more office hours, they may have a 15-minute break. If they have four or more hours, they may take a 30-minute break. These breaks must be communicated to whoever is in the office that you will be taking a break. The break may be interrupted if anyone in the office including professional staff, government officers or student assistants need assistance or questions for you. These breaks cannot be at the beginning or end of the office hour duration.

### **Tardiness & Absenteeism**

Absenteeism - An officer with three absences per term by a member without an excuse may be sent to the Personnel Committee and is considered a 'negligence of duty'

### **Out of Office**

Memos for absences or out of office should be sent out via email to the entire board (including Executive Director, Coordinate for Government Advising, Board Executive Assistant, and [associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)) at least 48 hours in advance unless there is some emergency situation that should be described to at least the Executive Vice President and President. Failure to do so will result in a conversation at the personnel committee.

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Approved by: ASI Board of Directors 2022-2023  
Revised by ASI Board of Directors on 11/2/2022  
Revised by the ASI Executive Committee on 7/23/2025

Approved On: 23 July, 2025

ASI President/CEO hereby [ ] approves / [ ] refuses to approve this policy.

*London Deguzman*

London Deguzman (Jul 24, 2025 09:41:21 PDT)

London Deguzman  
ASI President/CEO



Kartik Tripathi (Jul 23, 2025 15:53:24 PDT)

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ASI Executive Vice President/Chief of Staff

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