

## POLICY ON OFFICE SCHEDULES

The purpose of this memorandum is to clarify the Academic Affairs' policy on office schedules which has emerged as a result of recent discussions among the Deans. This policy applies to academic department offices and all other Academic Affairs offices whose central mission includes direct service to students.

It is expected that all such offices which are staffed at a level greater than or equal to 1.0 FTE will remain open a minimum of forty (40) hours per week. Any deviation from this practice will require a written explanation from the cognizant Dean or Unit Director. For offices staffed at a fraction of 1.0 FTE the equivalent policy requires they remain open a minimum of forty (40) hours times that fraction.

The intent of this policy is to maximize the degree and convenience of the services we provide our students so the details of scheduling should be designed with that in mind. For example, maintaining offices open at high volume times that may occur in the evening or early morning should take precedence over less critical hours whenever possible.

This policy memo addresses general expectations for office schedules. Nothing in this policy should be interpreted as a nullification of contractual rights of employees (e.g., rights stipulated in Articles 18.10, 18.11, and 18.12 for employees in Units 2, 5, 7, and 9).