Office Hours

Effective: Moved to Policy Library from UPM 3.6(1)
Updated/Revised: October 5, 2016
Contact: University Human Resources (UHR) Employee/Labor Relations Office

Introduction
Offices of deans, vice presidents, senior vice presidents and the president must be staffed from 8:00am until 5:00pm Monday through Friday throughout the year, except on holidays and during breaks. During university breaks, senior leaders may decide to physically close their offices, provided that they have evaluated their workload and determined that they have procedures in place to manage incoming messages and emergencies.

To provide reliable availability, other administrative and service offices must be staffed on a regular schedule approved by the corresponding dean, senior vice president or the president. Units may change their hours in the summer with approval.

Policy Statement
Based upon customer and client needs, selected administrative and service areas are also open during weekend and evening hours during periods of high activity or special events. Supervisors should coordinate the schedules of staff members to provide coverage during established office hours, including meal and rest periods.

To the extent possible, departments should coordinate their office hours with other units to serve students, customers and clients as effectively and conveniently as possible. During periods of high activity such as semester registration or a special event, hours may be extended and employees may be asked to adjust their work schedules.

Resources

Links
- Flex Time
- Staffing Guidance for University Breaks
- Guidance for Summer Hours
- Vacation Leave
- Leave of Absence Without Pay
- Leave - Paid or Unpaid (University Human Resources policies)