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## Policy HR008: Administrative and Office Hours

Recommended for Approval by: Teresa Smith Digitally signed by Teresa Smith  
Date: 2025.07.15 16:18:51 -04'00'  
Teresa Smith, Ph.D.  
Interim Vice President for Finance and Administration

Approved by: Jon Anderson  
Jon Anderson, Ph.D.  
President

**Effective Date:** 08/04/2025

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### A. Intent

The purpose of this policy is to establish guidelines and procedures to enable uniform standards for staffing University Administrative and Academic offices.

### B. Definition(s)

Not Applicable.

### C. Policy Statement

The Academic and Administrative Offices will be required to be staffed and provide services to students and the public from 8:00 a.m. to 4:00 p.m., Monday through Friday.

While offices remain open during the lunch period, they are typically closed on Saturdays, Sundays, and holidays, unless special arrangements are made. Most university offices are closed from Christmas Day through New Year's Day.

### D. Related Policies

This policy supersedes all prior policies, memos, directives, or communications (written or verbal) on this subject.

### E. Contact Information

Office of Human Resources.

### F. Policy Review Schedule

Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.