

**POLICY TITLE: REGULAR UNIVERSITY BUSINESS HOURS**

**POLICY BACKGROUND**

**Accountable Department or Unit:**

The appropriate Vice Chancellor or Associate Vice Chancellor is responsible for policy compliance within their unit.

**Statement of authority within the University:**

UW Executive Order No. 14: excerpt "The Chancellor is directly responsible for campus administration and management."

**ABSTRACT**

**Policy Abstract:**

This policy establishes the regular university business hours for the campus as 8am to 5pm, Monday through Friday, except for designated campus holidays.

**POLICY**

**Policy Statement:**

The University of Washington Tacoma has established regular university business hours of 8am-5pm, Monday through Friday, except for designated campus holidays. All units on campus shall be open and available for business during these hours. Individual staff and faculty hours may vary, but unit coverage must be provided during business hours. Campus units may extend hours beyond these as required to serve campus needs.

**Introduction and Background Information:**

In an effort to be available and accountable to the public as a state-funded agency, the University of Washington Tacoma will establish regular university business hours. These hours apply to all units to ensure consistency across campus and availability to meet campus needs.

**Definition of Terms:**

Regular University Business Hours: Hours during which units on campus are open and available to students, clients, visitors, and the general public.

**Responsibilities:**

Vice Chancellors and Associate Vice Chancellors are responsible for ensuring compliance with this policy within their division.

The Chancellor is responsible for approving any exceptions to this policy.

**Limitations:**

This policy is limited to units within the University of Washington Tacoma.

**Consequences of Violating Policy:**

If a unit violates this policy, the appropriate vice chancellor shall take the appropriate action to resolve to comply with regular university business hours.

## DESCRIPTION OF PROCEDURES

**Procedures:**

Campus units will ensure adequate coverage during university business hours of 8am-5pm, Monday through Friday, except for designated campus holidays.

Although working in an isolated location alone is discouraged, if an individual employee will be alone as a result of providing coverage for an office, please take the following simple safety precautions:

1. Call Campus Safety at 692-4888 or #333 from any campus phone and let them know an employee is working alone in your office.
2. Notify another department in your area that an employee is working alone and then check in with each other occasionally, or post a sign in your office and have the employee move to a nearby office where others are working.

## POLICY APPROVAL

**Policy Approved by:**

| Name                   | Title  | Date |
|------------------------|--|------|
| <b>Ysabel Trinidad</b> | <b>Vice Chancellor for Administrative Services</b> |      |

**Policy Approved by:**

| Name                   | Title             | Date |
|------------------------|-------------------|------|
| <b>Patricia Spakes</b> | <b>Chancellor</b> |      |

## POLICY REVIEW

**Next review of policy to be conducted by:**

June 2010