

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>UNIVERSITY OFFICE HOURS</b>
<b>Effective Date:</b>	October 10, 1990
<b>Revised Date:</b>	July 19, 2013
<b>Review Date:</b>	July 19, 2023
<b>Approving Body:</b>	Vice-President (Administration)
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	Vice-President (Administration)
<b>Delegate:</b>	
<b>Contact:</b>	Manager, Office of the Associate Vice-President (Administration)
<b>Application:</b>	All Unit Heads

### Part I Reason for Policy

- 1.1 To ensure that there is a consistent application of hours of operation for faculty, school, departmental and administrative offices throughout the University and to maximize service to the public.

### Part II Policy Content

#### **Application**

- 2.1 This policy applies to all offices providing service to the public. Normal hours of operation for University offices are 8:30 a.m. to 4:30 p.m. This clearly implies that offices are expected to be open during the noon hour. This objective should be accomplished by staggering lunch breaks where possible.

#### **Exceptions**

- 2.2 In cases where there are only a very few staff members, exceptions relating to the noon hour may be granted by application to the Vice-President

(Administration). Variations from the normal opening and closing times will only be granted where there are exceptional circumstances.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Policy.
- 3.3 All Unit Heads are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is July 19, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the Vice-President (Administration) deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.

### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
  - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms: