UNIVERSITY OF MANITOBA

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POLICY

Policy:	**UNIVERSITY OFFICE HOURS**
Effective Date:	October 10, 1990
Revised Date:	July 19, 2013
Review Date:	July 19, 2023
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Manager, Office of the Associate Vice-President (Facilities) and Chief Risk Officer
Application:	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5.2 In the interim, this Policy may be revised or repealed if: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: