

**Effective:** September 1, 2017

**Administrative Policy  
OFFICE HOURS**

**Approved:** August 22, 2017  
President's Cabinet

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Your regular attendance at work and punctuality are important factors to your success and to the university. We all work as a team to provide services to our customers, and this requires that each person be at work or at their project sites at the assigned times.

If a situation arises which makes it impossible to report to work, or if you are going to be late, you must immediately contact your appropriate supervisor.

Regular office hours are, 37.5 paid hours per week, Monday to Friday, 8:00 a.m. to 4:30 p.m., with one (1) hour unpaid lunch. Exceptions may be requested by writing to the department vice president or designee. Each vice president may adjust their hours accordingly. In addition, seasonal hours may also be determined by each department.

Each department/division must post their hours on line.