

**Section:** Employee/Labor Relations

**Section Number:** 4.9.7

**Subject:** Other Working Conditions: Office Hours

**Date of Present Issue:** 12/01/95

**Date of Previous Issues:**  
01/79, 11/81

POLICY:

Core hours when University offices will be open to the public are:

8 a.m. to 12 noon  
1 p.m. to 5 p.m.

During the summer months, from approximately early May to late August, core hours will change to accommodate variable lunch hours. Summer core hours will be:

8 a.m. to 12 noon  
1 p.m. to 4:30 p.m.