To: Members of Executive Council
From: Amit Chakma
Re: Hours of Operation for Service Departments
Date: January 8, 2004

This is to advise that departments with five or more staff who provide services to faculty, staff or students are, at a minimum, to be continuously open for business from 8:30 a.m. through to 4:30 p.m., Monday to Friday. While there may be times during the year when leaner hours are acceptable (for example, during August intersession), such occurrences should be exceptional and will require prior approval from the appropriate Executive Council member.

I would ask you to ensure that departments within your jurisdiction which are not already compliant with the above, take the necessary action to ensure compliance no later than January 19th.

Thank you.