UW-River Falls Administrative Policy

Office Hours

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Effective: February 1, 2014
Revision: April 2020
Review: 3 years
Maintained by: ACBF
Approved by: Chancellor
Next Review Date: April 1, 2023

Policy

UW System Administrative Policy 1227: Standard Office Hours, Legal Holidays and Other UW System Institution Closures requires that UW institution offices be kept open on all days of the year except Saturdays, Sundays, and listed holidays. This policy provides guidance on how this applies to UW-River Falls offices.

Definitions

Office Hours: UW System Administrative Policy 1227 requires an office to be open during the hours of 7:45 a.m. – 4:30 p.m.

Open: An office is considered open when there is at least one staff member available to answer the telephone, receive visitors, and take messages.

Paid Holidays: UW System Administrative Policy 1211 establishes paid holidays when UW System institutions are not required to be open for business. The holidays include:

1. January 1 (New Year’s Day)
2. Third Monday in January (Martin Luther King, Jr. Day)
3. Last Monday in May (Memorial Day)
4. July 4 (Independence Day)
5. First Monday in September (Labor Day)
6. Fourth Thursday in November (Thanksgiving Day)
7. December 24 (Christmas Eve Day)
8. December 25 (Christmas Day)
9. December 31 (New Year’s Eve Day)
* The day following if January 1, July 4 or December 25 falls on Sunday.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Assistant Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy from the Administrative Policies web site (http://www.uwrf.edu/Administration/Policy/).

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.
Procedure
The Chancellor or Provost Office will be open and is considered the office of the agency as required by Wisconsin State Statutes. In addition, the following colleges/divisions/departments will be open:

1. Division of Technology Services
2. Campus Police
3. Admissions
4. Student Health and Counseling

If closed, the following offices will display on the door to their office an indication of where a visitor may go to receive assistance and when the office will resume business. Closures will be infrequent and unusual.

1. Accounting/Accounts Payable
2. AVC for Academic Excellence and Student Success
3. Career Services
4. Continuing Education
5. Dean’s Office – College of Agriculture, Food and Environmental Sciences
6. Dean’s Office – College of Arts and Sciences
7. Dean’s Office – College of Business and Economics
8. Dean’s Office – College of Education and Professional Studies
9. Division of Business and Finance
10. Financial Aid
11. Graduate Studies
12. Human Resources/Payroll
13. Purchasing
14. Student Billing
15. Registrar’s Office

University Responsibilities
Assistant Chancellor for Business and Finance

Related Documents
- UW System Administrative Policy 1227
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/standard-office-hours-legal-holidays-and-other-uw-system-institution-closures/
- UW System Administrative Policy 1211
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/personal-holiday-and-legal-holiday-administration/
- UWS 18.07(2)(a), Wisconsin Administrative Code
  https://docs.legis.wisconsin.gov/code/admin_code/uws/18/07/2/a
• Faculty and Academic Staff Handbook
  http://www.uwrf.edu/FacultySenate/Handbook/

Contact
Direct questions about this policy to administrative-policy@uwrf.edu.