

Policy Type: General Administrative
Policy Title: Hours of Operation
Policy Number: GA-09

Purpose: To establish a process for approving any permanent changes in the hours of operation of non-instructional departments providing direct services to students

Scope: All non-instructional departments providing direct services to students including but not limited to, the testing center, cashiering, library, print shop, etc. "Auxiliary" services (such as the book store) are exempt from the approval process.

Policy or Procedure:

- 1) Quarterly, the chair of the Hours of Operation committee sends out an e-mail to all non-instructional departments providing direct services to students and asks for updated hours of operation.
 - 2) Unit (department) collects and analyzes data on existing hours of operation and decides if changes are needed.
 - 3) If the unit (department) has minor changes, they send these directly to the webmaster who updates the website.
 - 4) If the unit (department) has major changes, these are sent to the chair of the Hours of Operation committee chair who then polls the committee membership as to impact on all areas of campus.
 - 5) If the committee reaches consensus that the change will not negatively impact services to students, the change is implemented. If the committee does not reach consensus, the majority opinion is forwarded to the Executive Vice President for coordination and approval. Once approved by the EVP, the change is submitted to the webmaster who updates the website.
 - 6) If the committee reaches consensus that the change will negatively impact students, it is sent back to the unit (department) for modification and begins the process again at Step #2.
 - 7) The Hours of Operation are maintained on the Green River website. A link to the information is provided: <http://www.greenriver.edu/hoursofoperation.htm>.
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Specific Authority:

Law Implemented:

History of Policy or Procedure

Draft: October 25, 2004

Adopted: April 5, 2005

Revised:

Reviewed by:

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