

 <p><b>Confederation</b> COLLEGE</p> <p><b>COLLEGE PRACTICE</b></p>	Number: 4-4-23-01	# of Pages: 2
	Originator:	Public Safety
	Approved By:	Public Safety
	Replaces:	New
	Effective Date:	April 12, 2013
<b>HOURS OF OPERATION</b>		

## 1. PURPOSE

In support of the College's *Access to Facilities* policy, this practice articulates the process used to establish hours of operation at College campuses, facilities and offices.

## 2. DEFINITIONS

- 1.1 "Local Manager" refers to a manager in a department or school who has authority, responsibility and accountability for a physical space, and for the management of access to that space.
- 1.2 "Building Closures" refers both to planned closures of College buildings (e.g. statutory holiday closures, closures for electrical maintenance, etc.) and to emergency closures (e.g. closures due to snowstorms; closures due to infrastructure failures; etc.).
- 1.3 "Normal Service Hours" refer to the hours during which College services are normally available: generally, Monday to Friday, 8:30 AM to 4:30 PM, local time.
- 1.4 "Building Hours" refers to the hours during which the doors to a College facility are open.
- 1.5 "Extended Service Hours" refers to the hours of operation outside normal business hours during which the services of a particular department, school, campus, office or service area are provided.

## 3. SCOPE

This practice applies to all College campuses, offices and facilities.

## 4. HOURS OF OPERATION

### 4.1 Building Openings.

- 4.1.1 All College campuses, offices and facilities will be open year-round, except on those dates designated for building closures by the Senior Team, or on those dates specified in facility leases or rental agreements for closure.
- 4.1.2 The Senior Team will publish the dates of planned building closures, by campus, office and facility, for the upcoming calendar year, in December of each year.
- 4.1.3 The Senior Team will communicate emergency building closures to the College community in a timely fashion, using the means of communications most appropriate to the circumstances.

### 4.2 Building Hours.

- 4.2.1 At the Thunder Bay Campus, buildings will be open during normal and extended service hours, as confirmed to Public Safety, by (1) Academic Scheduling; (2) Non-Academic Scheduling (Facilities Services); and (3) local managers. Public Safety is responsible for publishing building hours in the first week of each semester.

- 
- 4.2.2 At regional campuses, offices and facilities, buildings will be open during the hours when services are provided to students and/or other members of the College community, as determined by the local manager. The local manager is responsible for publishing building hours in the first week of each semester.

#### **4.3 Normal Service Hours.**

- 4.3.1 Normal service hours will be 8:30 AM to 4:30 PM, local time, except as adjusted by local managers to accommodate the needs of students, and other members of the College community.
- 4.3.2 The local manager is responsible for publishing normal service hours for their department, school, office or campus during the first week of each semester.

#### **4.4 Extended Service Hours.**

- 4.4.1 The local manager may extend service hours outside normal service hours to accommodate the needs of students and other members of the College community.
- 4.4.2 The local manager is responsible for publishing the extended service hours for their department, school, campus, office or service area, during the first week of each semester, and at such other times during the semester when service hours are amended.
- 4.4.3 At the Thunder Bay Campus, local managers are responsible for notifying Public Safety of extended service hours in the first week of the semester, and at such other times during the semester when service hours are amended.