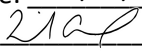




Amended Approved by: Chancellor
 Date: 8/31/2021

 Michael Alexander, Chancellor
 As Amended

OFFICE HOURS AND INSTITUTIONAL CLOSURES POLICY HR 14-17-3

POLICY

[UW System Administrative Policy 1227](#) and [§230.35](#) provides that all UW Institutions as agencies of the state shall remain open all days of the year except Saturdays, Sundays, and listed holidays. This policy provides guidance on the application for UW-Green Bay offices and closures.

DEFINITIONS

“Office Closure” means that an office will not be available in person or virtually to transact any University business for the public during that period

“Office Hours” are defined by [§230.35](#) 7:45 a.m. to 4:30 p.m. with intermissions from 11:45 – 12:30 p.m. *Nothing in this Policy prevents an operational area from exceeding the Office Hours based on consumer need or University directive.*

“Open” is defined as at least one staff member available to answer the phone, receive visitors in person or virtually, and take messages.

“Paid Legal Holidays” [UW System Administrative Policy 1211](#) establishes paid legal holidays when UW System institutions are not required to be open for business.

“Weather Event” any disruption of classes or campus events caused by act of nature and applicable under the [Winter Storm Policy](#)

INSTITUTIONAL HOURS AND OFFICE CLOSURES

Pursuant to [UW System Administrative Policy 1227](#) the Chancellor is the only authorized official who may adjust opening and closing hours and intermission periods of the institution based upon operational needs. The only standing day approved per the Chancellor for permissible office closure is the Friday following Thanksgiving. Any additional closures must be authorized by the Chancellor in writing and should be infrequent and unusual.

In the event of authorized closure, the Chancellor has delegated authority to Area Leaders to determine essential and non-essential functions across the institution. Permission by the Chancellor to implement discretionary closure remains subject to the Area Leaders discretion and will only be implemented in an individual Office with both the Chancellor’s permission and Area Leaders consent.

The following areas are designated as “essential functions” under this policy and will remain open during normal business hours:

- GBOSS*
- Office of Public Safety



UNIVERSITY of WISCONSIN-GREEN BAY

- Facilities Management (including Power Plant Operations)
- Residence Life

For application of §230.35 Wis.Stats. the UW-Green Bay One Stop Shop (GBOSS) shall represent the Offices of the Registrar, Bursar, Financial Aid and Admissions. The above locations must also be available for face to face interaction during regular business hours.

Individual employees may elect to work on a day in which their office has been closed under this policy. In that event, the Area Leader will determine whether the office will then be “closed” under this policy or if the employee can perform the routine function of the office. Employees who are scheduled for work on the date of an office closure under this policy and elect not to work will be required to take paid leave time if their employment classification provides leave.

This policy does not apply to intermittent closure of offices required by [weather events](#) or other circumstances beyond the control of the University. Reporting requirements and application of paid leave are subject to the application of those relevant policies.

NOTICE OF CLOSURE

During periods of authorized closure, Offices must post notice on the departmental webpage and also display a notice of office closure at least a week in advance including notice of when normal business hours will resume. Offices must also post both in display and on the departmental webpage any periods in which access is limited to virtual transaction.

RELATED DOCUMENTS

WI State Statute [§230.35](#)

[UW System Administrative Policy 1211](#)

[UW System Administrative Policy 1227](#)