

POLICY ON HOURS OF OPERATION

Effective Date: February 8, 1999

Originating Office: Office of the
Vice-President, Services

Supersedes /Amends: VRS-4/November 1, 1976 **Policy Number:** VPS-4

SCOPE

This policy applies to the campuses of the University.

POLICY

Normal Operations

1. Normal hours of operation vary among the various units and departments of the University and are available from the various units and departments.
2. Faculty members, administrative and support staff and students may be granted access to certain University premises at other than the normal hours of operation subject to security and health and safety regulations.

Cancellation of classes, examinations and closure of the University

3. Classes and services shall be maintained in all but extremely adverse conditions such as severe weather conditions or emergency situations.
4. The cancellation of classes or examinations shall not imply the closure of the University or any part thereof.
5. Every effort shall be made to announce the cancellation of daytime classes or examinations by 7:00 a.m. and the cancellation of evening classes or examinations by 2:00 p.m.
6. The authority to cancel classes or examinations or to close the University or any part thereof shall be vested in the Vice-President, Services who shall consult with the relevant individuals before making such a decision.

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Responsibility to Inform

7. The Vice-President, Services shall be responsible for communicating any decision to cancel classes or examinations or to close the University or any part thereof to the Director of Security, the Director of Internal Relations and Communications and to the other offices comprising the President's Cabinet. Such other offices shall be responsible for disseminating the information to the units within their sector.

The Department of Internal Relations and Communications shall inform the media of any cancellation of classes or examinations or any substantial closure of the University. As well, every effort shall be made to communicate such information through the University's Website and through the University's information line.