

Area: Program Administration
Subject: Hours of Operation and Personnel Work Schedules
Policy No.: 080

POLICY

It is the policy of the Center for Communication Disorders that at least one Center Staff person, appropriately certified, will be available on site during the Center's hours of operation.

PURPOSE

The purpose of this policy is to ensure that the Center has personnel who will fulfill service delivery requirements as stated in the program goals.

PROCEDURES

1. The Center for Communication Disorders is in operation Monday through Thursday from 8:30 a.m. to 7:30 p.m., Friday from 8:30 a.m. to 4:30 p.m.
2. The Center Director's hours will be distributed over at least five days.
3. Hours of responsibility for all classified and non-classified employees are stated within the appropriate collective bargaining agreements that exist on the University campus. The Center will honor hours of responsibility.
 - a. Clinical faculty (Non-Classified)
hours of responsibility devoted to Center operation will be clearly stated at the beginning of each term. These hours will be disseminated among Center staff and will be posted.
 - b. Clinical supervisors (Classified)
hours of responsibility will be approved by the Center Director and will be distributed throughout the week to allow maximum coverage of the Center's hours of operation. These hours will be posted in the offices of the Center Director and the clinical supervisors.
 - c. Center Clerks (Non-Classified)
hours of responsibility will be determined with the Departmental Chair, and will be distributed to allow for maximum coverage of the Center's hours of operation.