



ADMINISTRATIVE UPDATE

FROM: Connie S. Webb
Vice President for Administration

DATE: 6/14/07
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TO: The College Community

SUBJECT: Office Coverage

It is the policy of the College for Units to provide office coverage to the extent practicable during normal business hours. Appropriate arrangements should be made for handling business on a day when in-person office coverage cannot be provided, so that there is minimal disruption and urgent business can be handled. Such arrangements may include forwarding telephone calls, referring visitors to another appropriate office and/or checking office e-mail and voicemail and responding as needed. Unit Heads should discuss these arrangements with their respective Vice President as far in advance as possible and should be sure to plan for coverage on full or partial work days before or after a holiday, staff retreats, etc.

If you have any questions regarding this policy, please contact the Office of Human Resources at x6611.