

Summer Operating Hours	Procedure Number	UA-PTC 720
	Effective Date	2/14/25

1.0 PURPOSE

The purpose of UA-PTC Policy 720—Summer Operating Hours is to provide UA-PTC the opportunity to meet the operational needs of the campus, reduce electricity costs, and provide employees with an additional half day to the weekend. The change in summer operating hours is based on the Staff Senate’s proposal to the chancellor in December 2024.

2.0 REVISION HISTORY

3.0 PERSONS AFFECTED

All UA-PTC employees


4.0 DEFINITIONS

5.0 PROCEDURES

1. UA-PTC will begin summer operating hours the Monday after the first summer term’s last day of class registration and will last 8 weeks. Summer operating hours will end on a Friday in late July or early August and at the completion of the 8 weeks.
2. UA-PTC will be open for business at the main campus and locations at the following hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	8:00am	8:00am	8:00am	8:00am	8:00am
End Time	5:30pm	5:30pm	5:30pm	5:30pm	12:00pm
Lunch	30 mins	30 mins	30 mins	30 mins	--
Hours	9	9	9	9	4

3. The week of the Fourth of July holiday will be a 32-hour week and employees are to work 8 hours per day for 4 days.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Staff Senate	December 5, 2024
Ratified by:	College Council	February 14, 2025
Recommended by Chancellor (Signature)		2/14/25
UA Policy Alignment:	Not applicable	