

2.2 DEPARTMENT OFFICE HOURS AND STAFF MEETINGS

OFFICE HOURS:

The President has requested that all CSM offices be staffed from 8:00 a.m. to 5:00 p.m., including the lunch hour. State Fiscal Rules require that state agencies be open from 8:30 a.m. to 5:00 p.m.; it is our policy to be open at 8:00 a.m. The phone mail answering system may be used when necessary. Please be certain that an appropriate message is recorded so that callers from on and off-campus will clearly understand which office they have reached.

DEPARTMENT STAFF MEETINGS :

Department staff meetings should be held on a regular basis. Weekly meetings are recommended. Please include the Provost in the distribution of the minutes.