

HEALTH & HUMAN SCIENCES

SUBJECT: CHHS Administration Office Hours Operating Policy

DATE: October 21, 2024

PURPOSE: To provide a detailed explanation of the policy concerning the hours of operation for the College of Health and Human Sciences administrative offices. *Related Texas Tech University OPs: 70.06 (section 2)*

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

PROCEDURE:

1. Working hours for ALL Departmental Administrative Offices in the College of Health and Human Sciences are 8 a.m. to 5 p.m. Monday through Friday of the normal business work week.
2. Working hours for the Dean's Office in the College of Health and Human Sciences are 7:45 a.m. to 5:00 p.m.
3. Please ensure that there is coverage in all administrative offices between 8 a.m. to 5:00 p.m., including the lunch hour
4. If the Department MUST close at any time due to extenuating circumstances, the following process should be followed:
 - Email the main receptionist in the Dean's Office with a brief explanation/summary.
 - The attached sign (printed and laminated) should be placed on the Department's main office door, directing visitors to the Dean's Office for immediate assistance.

The Dean, Associate Dean(s), and Assistant Dean request that all areas of the College of Health and Human Sciences comply with this request.

Please find the link below to the related Texas Tech University Operating Policy (OP70.06):

<http://www.depts.ttu.edu/opmanual/OP70.06.php>





COLLEGE OF **HEALTH**
& **HUMAN SCIENCES**

TEXAS TECH

The
Department of

is closed currently.
We apologize for any inconvenience.

For immediate assistance, please
see the College of Health and
Human Sciences Dean's Office

Room: HS 142 – Phone: (806)742-3031