

Office of the University Union Policies and Procedures	Subject: General Building & Campus Policies	Reference: University Union Board Minutes III.K.
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	Director's Approval:	

HOURS OF OPERATION

Normal Building Operational Hours for the Academic Year

All units of the Union and subcommittees of University Union Board (UUB) should make their recommendations to UUB no less than one and a half months prior to the Union's Division Budget Deadline. Building operational hours will be considered by the UUB no less than one month prior to the Union Division Budget Deadline, meaning that all units of the Union and subcommittees of UUB should start to look at specific hours of operations early in the fall semester. Areas of operations within the Union should provide all information possible to assist with decisions regarding normal building operational hours. The UUB and other committees should take the following into account when deciding normal building operational hours:

First Consideration: UW-Green Bay Student Voice

- A. Union surveys regarding building operational hours
- B. Building daily traffic counts and biannual building traffic count
- C. Transaction count in retail areas and service counts in non-retail areas
- D. Overtime requests

Second Consideration: New Services being offered by the Union

- A. Main Desk Services
- B. Recreation Area Services
- C. Dining Services
- D. Corner Store Services
- E. Other Services

Third Consideration: Other Campus Facilities hours

- A. Library hours
- B. Computer Lab hours
- C. Other areas

Fourth Consideration: Past hours

- A. Precedent