

Area: Program Administration
Subject: Hours of Operation and Personnel Work Schedules
Policy No.: 080

POLICY

It is the policy of the clinical service programs of The Department of Communication Disorders (Center for Communication Disorders, Access Network, Southern Connecticut Audiology Services) that at least one clinical Staff person, appropriately certified, will be available on site during the clinical programs' hours of operation.

PURPOSE

The purpose of this policy is to ensure that the clinical service programs of the Department of Communication Disorders have personnel who will fulfill service delivery requirements as stated in the goals for each program..

PROCEDURES

1. The clinical service programs of The Department of Communication Disorders are scheduled within the following time frames, as resources permit: Monday through Thursday from 8:30 a.m. to 7:30 p.m., Friday from 8:30 a.m. to 4:30 p.m.
2. Hours of responsibility for all classified and non-classified employees are stated within the appropriate collective bargaining agreements that exist on the University campus. The clinical service programs will honor hours of responsibility.
 - a. Clinical faculty (Non-Classified)
hours of responsibility devoted to clinical operations will be clearly stated at the beginning of each term. These hours will be disseminated among clinical staff and will be posted.
 - b. Clinical supervisors (instructors) (Classified)
hours of responsibility will be approved by the Clinical Director and will be distributed throughout the week to allow maximum coverage of the clinical service programs hours of operation. These hours will be posted in the Department office.
 - c. Center Clerks (Non-Classified)
hours of responsibility will be determined with the Departmental Chair, and will be distributed to allow for maximum coverage of the clinical service programs' hours of operation.