

Guidance for Summer Hours

(updated May 8, 2020 to reflect the unique circumstances of the COVID-19 pandemic)

Summer hours offer additional flexibility for university units.

As Iowa State continues to respond to the COVID-19 pandemic, many university offices remain closed to the public and services are being provided remotely or virtually. Consequently, instead of flexible *office* hours, university units may implement flexible *working* hours of 7:30 a.m. – 4:00 p.m., with a shortened lunch break, beginning the Monday following spring semester commencement, and concluding no later than one full week prior to the start of fall semester classes. Units wishing to participate in summer hours should develop their own schedules with approval from the appropriate dean, vice president, senior vice president, or president.

As schedules are developed, units need to maintain working hours that:

- Provide daily operational services such as public safety, utilities management, on-going research projects, etc.
- Provide daily operations for previously scheduled public service programs
- Maintain service to students and customers/clients

Resources

[Office Hours Policy](#)