



Memo

To: All Logos Staff & Faculty

From: Logos HR Office

Date: August 9, 2023

Subject: Updated On-Campus Working Requirements (Effective 8/28/2023)

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Dear Logos Staff and Faculty:

As we usher in the Fall Semester, the campus will come alive with more students. In our collective effort to serve them best and foster a close-knit community, **President's Council** have made the following adjustments to our on-campus work schedule:

Effective August 28, 2023 (Monday)

[Staff members]

Full-time staff at the Logos LA campus will now be required to work on campus for **FOUR days a week**, an increase from the previous three days. This includes attending our Seminary weekly meetings, even when there is a holiday day off during the week. We believe this adjustment will not only enhance our service to the students but also provide opportunities for increased collaboration and efficiency among our team.

Part-time staff: Kindly connect with your supervisor to tailor your work schedule & location, emphasizing **on-campus presence whenever feasible**.

[Faculty members]

Logos faculty on campus office hour requirements:



- Full-time faculty will be expected to be on campus for **three 4-hour blocks** in addition to in-person class time and other required attendance.
 - Faculty members may use the on-campus hours for business meetings and appointments.
- *More Details will be discussed in Logos Faculty Retreat.

[**Special circumstances**]

We truly understand that everyone's circumstances might be unique. **If you have specific concerns or need some flexibilities**, please don't hesitate to discuss with your supervisor/manager. Every request will be given genuine consideration, and any exceptions will require the approval of **both the department manager and our President**.

[**Chicago Campus**]

For our esteemed colleagues at the Chicago Campus, please adhere to the guidelines set forth by the Director of the Chicago Campus.

In closing, we want you to know that your well-being, both professional and personal, is of paramount importance to us. Our aim is to create a work environment that's both productive and nurturing. We value each and every one of you and appreciate the vibrant energy and diverse skills you bring to our community.

[**End of memo**]