

## **Boston University**

Human Resources  
910 Commonwealth Avenue  
3<sup>rd</sup> Floor  
Boston, Massachusetts 02215



### **Memorandum**

**To:** Boston University Faculty and Staff

**From:** Diane Tucker, Chief Human Resources Officer

**Date:** August 5, 2013

**Subject:** Human Resources - On the Move

In order to continue on improving our service model for the University, the Charles River Human Resources office at 25 Buick St. will be undergoing a major renovation starting August 12<sup>th</sup>. While the construction is being done, the Human Resources office will be temporarily relocated to 910 Commonwealth Avenue, 3<sup>rd</sup> Floor. (Please note that the Medical Campus Human Resources office will not be impacted.)

The move to our new location will take approximately 4 days and will begin on Monday August 5<sup>th</sup> and be completed on Thursday August 8<sup>th</sup>.

We will continue to provide full quality service during this transition and we expect to respond to our customers in a timely fashion. Our phone extensions and email addresses will remain unchanged, and we are moving in phases in order to maintain customer service levels.

The Human Resources office at 25 Buick Street will remain open for service until 3:00 p.m. on Wednesday, August 7<sup>th</sup>. Beginning August 8<sup>th</sup> all deliveries and visits should be directed to 910 Commonwealth Avenue 3<sup>rd</sup> Floor.

We appreciate your patience during these 4 days. If you have any concerns or questions, please call 617-353-2380.