



Effective Date: July 1, 2011

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO

Subject: Human Resources – Official Institutional Hours Of Operation

**PURPOSE:** The College will adhere to the following standard hours of operation in administrative areas to assure that internal and external customers receive our highest level of service

**POLICY:** College hours are normally 8:00 a.m. until 5:00 p.m. Monday through Friday. All administrative and academic support offices should be staffed from 8:00 a.m. until 5:00 p.m. However, because of the nature of the responsibility to our students, individual offices or departments may have operating hours beyond this period and may include evening or weekend hours.

- (1) Your supervisor is responsible for assigning your work hours and determining the hours your department is open for business.
- (2) Breaks or Meal break practices will be scheduled based on the specific needs of the department or area in which you work. Any concerns regarding the application of break practices should first be brought to the attention of your supervisor. A thirty minute unpaid break will be provided to all staff employees working six or more hours in a work day.
- (3) Flexible scheduling is a concept endorsed by the college to use where appropriate given operating needs. Flextime is an individualized work schedule other than the traditional work schedule for your department. Employees should consult with their supervisor to determine feasibility if interested in exploring this option.