

Working Hours

The normal workday for office employees is 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Variations in work schedules may occur for special shifts, part-time and temporary employees depending on their particular job. Offices are expected to remain open until 5:00 p.m. and must be staffed by a representative of the office.

Employees will be scheduled to work such hours as are required by the job assignment. At times, it may be necessary to work more hours than originally agreed upon. These hours will be assigned by the direct supervisor.