

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. Physical Plant employees have some shift variations but normally begin their work day earlier and finish earlier. Variations in work schedules may occur for special shifts, part-time and temporary employees depending on their particular job. Summer office hours are subject to approval by the College but normally permit employees to take a half hour lunch break and leave work at 4:30 pm. 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 peak times, it may be necessary to work more hours than originally agreed upon. These hours will be assigned by the direct supervisor. Lunch/meal breaks are required for all employees working more than 4 hours per day and are not considered “hours worked” for compensation or overtime purposes. Full-time employees may not regularly work without a scheduled lunch break in order to modify their normal schedule.