

College Office Hours

College office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday and need to be staffed by either non-exempt or exempt staff. This includes the noon hour throughout the school year or when students are on campus, with at least one person on duty to accept calls, receive visitors, or transact business. Offices are also open some evenings during the week and/or on the weekends, as considered necessary by the supervisor of the office. Offices that are closed for any reason during normal business hours should direct people to another office for assistance. Office hours must be posted.

The College has employees that have a different standard work week, which is identified by the number of hours worked each week. Some of the common standard work weeks for non-exempt employees are 40.0, 37.5, 35.0, and 20.0.

- Non-exempt employees are informed of their standard work week when hired.
- **The work week for exempt employees is a minimum of 40 hours, but hours worked may vary according to the needs of the position.**
- Housekeeping and maintenance staff work hours vary depending on the job and time of year.
- Employees receive an unpaid hour off for lunch.
- Lunch hours are established by the employee and supervisor.
- Breaks should be of fifteen (15) minute periods, one break period for each work session of three (3) hours. Normally this means one break in the morning and one break in the afternoon.