

Office Hours Policy

FT_HR_CM_40

Responsible Officer

Chris Ronk

Responsible Office

Human Resources

Approving Body

Board of Trustees

Approval Date

2019-01

Re-evaluation Date

2021

Departmental Impact

All departments

Policy Statement

Staff

The normal work hours are from 8:00 a.m. to 5:00 p.m. with one hour for lunch from Monday through Friday, though the hours of work may be determined by the Supervisor to care for the special needs of those areas.

Lunch and Break Periods - An employee receives 60 minutes for lunch and/or breaks during the course of a normal 8-hour workday.

FT Faculty

The full-time Faculty Member is expected to remain on campus a minimum of 15 hours per week in addition to his/her class contact hours.

Policy Procedures

- Staff members may not start early, extend or shorten their lunch periods, and/or quit early without specific permission of his/her supervisor in each case.
- Staff members are expected to be at their assigned places by their starting times. Frequent tardiness or exhibiting a lack of concern for the hours of work will be considered unacceptable on the part of the Staff member, and each member involved in such conduct should expect to have this addressed by his/her supervisor.
- The time of the lunch period may vary due to the requirements of the particular job or office. The Supervisor in each area will determine the times of the lunch periods and each Staff member is expected to cooperate with that decision.
- The Supervisor will provide a relief worker for those jobs which require constant coverage. Under normal circumstances, employees are expected not to take their meals at their desks or workstations. When exceptions are for the benefit of the University, the person's supervisor may grant permission or request that such be done.