

HOURS OF WORK

It is recognized that the College maintains 7:00 a.m. to 11:00 p.m. hours. Office hours for the administrative personnel are established by the administrators concerned, subject to approval by his/her supervisor.

Work patterns should be established which reflect the philosophy of the open-ended scheduling practice followed in scheduling our full-time faculty.

In the event that the College is officially closed due to inclement weather, days of mourning, maintenance problems, etc., administrative personnel are not required to report to work unless specifically requested or authorized to do so by their supervisor.

Compensation for a closing will be at the individual's regular rate and will not be charged against the individual's vacation or sick bank if the employee was scheduled to work the day(s) of the closing.