

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Office Hours

EFFECTIVE DATE: July 1, 2000

The supervisor of any office shall ensure that all employees of that office are advised of scheduled office hours.

1. Normal office hours are from 8:00 a.m. through 4:30 p.m. Monday through Friday, two (2) 15-minute paid breaks (one morning; one afternoon) and 1-hour lunch break.
2. Certain offices, because of the nature of their work, may be required to maintain office hours different from those stated above. This may be done with the approval of the appropriate supervisor and the President as long as hourly employees are not consistently scheduled to work longer than the above stated hours.
3. Exceptions to the above hours must be on file with the Office of Human Resources. (See Flex-time Policy No. 5:01:00:00/19.)
4. Hourly positions are budgeted for no more than 37.5 hour workweek.
5. It is the responsibility of the immediate supervisor to ensure that office hours are maintained and actual compensation relates to actual hours worked.

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: President

**Responsible Vice President for Business,
Administrator:** Finance & Info Systems
TBR Policy Reference: 5:01:00:00
TBR Guideline Reference: P-020

Date: July 1, 2000