

Hours of Work

Summary/Purpose: In various departments the schedule and number of work hours may vary. All administrative offices are open 8 a.m. to 5 p.m., Monday through Friday. Any variation from this schedule, if necessary, must be approved by the Chancellor

In various departments, the schedule and number of work hours vary as required by the nature of services performed. If necessary, employees are expected to work overtime when needed.

All administrative offices are open 8 a.m. to 5 p.m., Monday through Friday. Any variation from this schedule which may seem necessary because of the type of service rendered by a particular department must be approved by the Chancellor.