

Lake Region State College
Policy and Procedure Manual

SECTION 400.19
HOURS OF WORK

Office hours for Lake Region State College are 7:45am to 4:45pm Monday through Friday. The official workweek for employee payroll begins at midnight on Sunday and ends at 11:59pm Saturday. Work schedules may vary depending on employment status of full time or part-time, teaching schedules or other required work hours needed to accommodate the operational needs of the campus.

Summer hours are 7:30am to 4:00pm Monday through Friday. Summer hours will begin the Monday following spring graduation and end on Monday, one week prior to Fall semester beginning. This summer schedule will not affect shift work unless the supervisor wishes to alter shift schedules to better accommodate the official summer hours. Department supervisors will retain the authority to make adjustments for individual employees where the 7:30am – 4:00pm schedule does not work well. All offices must be covered from 7:30am to 4:00pm, Monday through Friday.

History

Administrative Council Approved 05/18/16

Administrative Council Approved 08/29/16