

**EMPLOYEE WORK HOURS**

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The Chancellor of UA Cossatot will set staff hours that best fulfill the mission of the college while conforming to state and federal employment law.

HLC Criterion: 1D

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**Policy History:**

January 6, 2025  
September 8, 2014  
July 21, 2014  
January 1, 2011  
July 30, 2001

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**STAFF HOURS**

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Procedures:

1. The standard workweek of the college is 40 hours per week (2,080 hours per year). Some faculty positions may work less per week than this, and their hours will be defined in their contract.
2. The college has set normal operating hours of 8:00 a.m. to 4:30 p.m. with a normal lunch period of 30 minutes each day.
3. The college reserves the right to call upon its employees to work beyond the normal hours in emergency, urgent, or special situations.
4. The Chancellor may adjust operating hours as deemed necessary to meet the needs of the public. This may include alternative schedules for summer hours, as well as different schedules for faculty members to cover night or weekend classes, etc.
5. For those employees who may be required to work during a weekend, for record keeping purposes, the official workweek of the college begins at 12:00 a.m. Sunday and ends the following Saturday at 11:59 p.m.
6. Each full-time administrator and faculty member is expected to participate in the College's graduation exercises. A administrator or faculty member may only be excused from graduation activities with the approval of the Chancellor or his/her designee.

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**Procedure History:**

November 1, 2013

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