

## **Policy: 5.06**

### **Work Schedules**

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Normal hours of operation when college is in session are 7:30 a.m. to 4:30 p.m., Monday through Friday, for most positions other than those in Buildings and Grounds and Campus Police Departments. Individual starting and ending times will vary according to location, assignments, lunch period coverage, and relief requirements. Some offices operate until 7:30 p.m. or 9:00 p.m., Monday through Friday, to serve students and employees present for evening classes.

Both Buildings and Grounds and Campus Police Departments require 24 hour-a-day, seven-day-a-week coverage and, therefore, involve the necessity of shift work with some over-lap to allow for safety and security.

The Admissions Office hours are 7:30 a.m. to 7:30 p.m., Monday through Thursday, 7:30 a.m. to 4:30 p.m., Friday, and 8:00 a.m. to 12:00 p.m. on Saturday.

KCKCC TEC office hours are 7:00a.m. to 4:00 p.m. The office is open until 9:00p.m. when adult education classes are in session.

Summer office hours will be established as review may require.