

**SECTION: PERSONNEL**

**SUBJECT: DUTY ASSIGNMENTS AND OFFICE HOURS**

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**Background:** This policy defines duty assignment and business hours for campus personnel.

**Point of Contact:** President

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** All campus areas.

**Date of approval by LCSC authority:** June 10, 2015

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 02/23/17

**Summary of Major Changes incorporated in this revision to the policy:** No Changes

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1. Faculty Workloads

Assignments of duties to academic personnel are made by the Provost/Academic Vice President and departmental administrators in such a way that the schedule of course offerings will permit each student to complete his or her curriculum in a timely manner.

2. Duty and Office Hours

A. General Policy: Instructional personnel are responsible for being available to students by appointment and at an appropriate number of office hours each week. Schedules are to be posted near each faculty member's office door. Departmental administrators, vice presidents and other administrative officers are responsible for overseeing the work schedules of the personnel under their jurisdiction.

B. Regular business hours during the academic year are from 8:00 to 5:00, Monday – Friday. Individual departments may not be open to the public from 8:00 to 5:00 and, in those cases, will publish office hours on their web pages and at the entrance of their offices. Alternative schedules must be approved by the appropriate supervising vice president or the president.

C. Summer Hours: The summer schedule may vary from the regular year upon designation of the President. Any special schedule so designated would not affect the academic schedule. Summer hours begin on the Monday following commencement reverting to regular business hours the Monday of the week prior to the beginning of fall semester.

D. Rest Periods: Employees may take a 15-minute rest period during each four-hour period worked, provided the supervisor determines that work conditions permit it. The breaks are to be taken at times approved by supervisors and cannot be accumulated.