

**SECTION: PERSONNEL**

**SUBJECT: DUTY ASSIGNMENTS AND OFFICE HOURS**

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**Subject: Duty Assignments and Office Hours**

**Background:** The purpose of this policy is to define 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:**

**Date of approval by LCSC authority:** July 12, 2010

**Date of State Board Approval:** NA

**Date of Most Recent Review:** November 16, 2011

**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. **Major Offices:** Major LCSC offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding the noon hour. The cashier's window in the Controller's Office is open from 8:30 a.m. to 4:30 p.m. Departmental offices are normally open from 8:00 a.m. to noon and from 1:00 to 5:00 p.m. The Physical Plant is open from 7:00 to 11:30 a.m. and from 12:30 to 4:00 p.m.
- 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 before fall semester registration.

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- 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.