

Created: 11/1983  
Review History: 07/2010;  
11/2011; 04/2020; 07/2022,  
Policy Updated: 09/2024

SECTION: 3.0 PERSONNEL

SUBJECT: DUTY ASSIGNMENTS AND OFFICE HOURS

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**Title:** 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:** Office of the President

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

**Date of approval by LCSC authority:** September 2024

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

**Date of Most Recent Review:-** September 2024

**Summary of Major Changes incorporated in this revision to the policy:** Format changes using LC State style guide

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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. Departmental administrators, vice presidents and other administrative officers are responsible for overseeing the work schedules of the personnel under their jurisdiction.
- i. Faculty members are required to hold weekly office hours. Those hours are to be posted on, or by their office doors, Canvas course, as well as on their Umbraco profiles.
  - ii. Faculty members will hold a minimum of three drop-in office hours each week, in addition to allowing students to schedule appointments at other times. Faculty may also need to offer additional office hours, depending on specific programmatic accreditation requirements. This additional requirement will be in consultation with the faculty member's division chair. Office hours should be offered in a way that best serves a faculty member's students (in person, virtual, mixture, etc.).
  - iii. If a faculty member must miss their office hours on a given day, they are to (1) notify their students, (2) notify the Division Administrative Assistant and Chair, and (3) post a note on their office door (or arrange to have a note posted), as well as post in their Canvas course.
  - iv. Remote faculty, in light of limits on accessibility, are encouraged to hold at least some of their "on-campus" office hours, if possible, in other locations, such as the DeArmond Center in Coeur d'Alene, or other appropriate accessible public locations.
- B. Major Offices: Core business hours of the college are 8:00 a.m. to 5:00 p.m., Monday through Friday. Where practicable, offices should remain open from noon to 1:00 p.m. by staggering lunch hours of permanent staff or via part-time irregular help or student staff. The cashier's window in the Controller's Office is open from 8:00 a.m. to 4:30 p.m. Departmental offices are normally open

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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 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 two weeks prior to the start of the fall term or on a date designated by the president.
- 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.