

Working Hours and Schedule



Policy Number: 02.011	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: September 2014
Scope: This policy applies to all employees of Antioch College.			

I. Introduction

A work schedule is the normal hours of work on specific days within a 40-hour work week. Work hours for employees, including salaried and hourly employees, are based on a schedule determined by you. Scheduling work hours includes work days, starting and stopping time, lunches, and breaks. When you are establishing work hours:

- A. Make sure they comply with policies and contracts.
- B. Schedule and control them. If you make a change you should consult with the appropriate policy or contract for notice procedures.
- C. Authorize overtime and keep accurate records. Process payment of overtime promptly.

II. Business Hours

- A. Antioch College is open for business from 8:30 am to 5:00 pm, Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.
- B. Employees are expected to exhibit good work habits which include reporting to work on time each day.
- C. Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.