SECTION: Human Resources NUMBER: A-001-01-0007

AREA: General DATE: 9/1/92

SUBJECT: Hours of Work REVIEWED: 03/11/2022

I. PURPOSE

Rocky Mountain College is an institution dedicated to the service of our constituencies. The availability of services shall be governed by the following policy.

II. POLICY

- A. Rocky Mountain College shall have standard department office hours of 8:30 am to 5 pm. Monday through Friday. During summer some departments may vary their office hours. Departments are encouraged to post office hours as deemed necessary.
- B. Flex time may be utilized within offices only if the office, as a whole, complies with the standard office hours.
- C. Every effort should be made by office staffs to avoid closing a department without sufficient notification.
- D. Where possible, offices should stagger their breaks for employees so that each area is kept open and available during standard operating hours.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties:	Human Resource Departme	ent
Review:	As deemed as appropriate	
IV. APPROVAL		
Approved: Pro	esident	Date:
Approved:	air / Board of Trustees	Date: