

**PURPOSE**

To establish the normal hours of operation for the College and standard work schedules for staff

**DEFINITIONS**

N/A

**POLICY/GUIDELINE**

- I. Hours of Operation
  - A. All hours of operation are determined at the President's discretion
  - B. Normal hours of operation for the College are 8:00 a.m. to 4:30 p.m. Monday through Friday
  - C. Additional hours of operation may be established by the President for any of the College's departments or campuses
- II. Work Schedules
  - A. Pursuant to Nashville State Policy 05-01-03, full-time employees of the College shall work a minimum of 37.5 hours per week throughout the year
  - B. All professional, administrative, clerical, support, technical, maintenance and operations staff are generally required to maintain a work schedule consistent with the College's normal hours of operation
  - C. Offices and departments that provide services beyond the normal hours of operation may, with the President's approval, establish work schedules outside of the normal hours of operation consistent with the minimum 37.5-hour workweek
  - D. The Campus Police Department may, with the President's approval, establish a work schedule for law enforcement personnel based on a 40-hour workweek
  - E. Work schedules, as well as primary work locations, are subject to change without notice
  - F. Employees do not have the authority to set their own hours or modify their work schedules without permission

**SOURCES**

N/A

**RELATED POLICIES**

TBR Guideline P-020 and Nashville State Policy 05-01-03

*Approved by President's Cabinet 11/14/22*