2491 – Office Hours

As a quality learning-centered institution, the College recognizes the need to extend its office hours to provide optimum convenience for its students. Accordingly, office hours within certain service departments at the Institution, based on need and function, can be unique and differ from office to office.

The College will customize working hours for service-oriented departments (example: Student Services) to better serve students' needs. Supervisors within affected departments will work with their employees to establish office hours which will best serve Barton's students.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1475 -- Payroll

Approved by: President

Date: 6/26/01

Revision(s): 10/16/07; 10/28/19 (minor revision)