

Lakeland Community College

POLICY TITLE:	COLLEGE BUSINESS HOURS
POLICY NO:	3354-2-10-01
ORIGINALLY APPROVED DATE:	03/02/89
REVISED DATE:	11/07/24; 03/06/03
EFFECTIVE DATE:	11/07/24
NEXT REVIEW DATE:	11/2029
RELATED PROCEDURE:	3354-2-10-01.1
RESPONSIBLE OFFICE(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

- A. The uniform business hours of all College operations are, at the minimum, 8 a.m. to 5 p.m. Monday through Friday. The President of the College has the authority to extend hours of operations for departments providing direct services to students.
- B. In College operations where nonstandard shifts are required, the supervisor and the divisional vice president in consultation with the Department of Human Resources will set special hours in order to ensure effective and efficient coverage upon approval of the President or his/her designee.