

Office Hours

(revised 11/13/06, 6/12/24)

Instructors are required to post and hold ten office hours per week or equivalent with approval by Chief Academic Officer.

Clerical and maintenance employees are expected to work their set schedule however, exceptions may be made with the approval of the immediate supervisor. Schedules will be determined by the job assignment and the immediate supervisor.

Administrators are expected to complete the duties and obligations of their position and may be required to exceed the set schedule per week.