

Guidelines for Adjusted Work Schedules

Adjusted Work Schedules
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Applicability: 10/1/15

Non-exempt employee schedule: From 8:00 AM to 5:00 PM, Monday through Friday, with a one-hour break.

Lunch and breaks: From 12:00 PM to 1:00 PM, Monday through Friday, with a one-hour break.

Departmental staffing:

Administrative Policy
Approved July 9, 2021
Questions or concerns: [redacted]
[redacted]

Administrative policy approved July 9, 2021.