

General Policy - Office Hours

Policy:

Bismarck State College (BSC) shall establish office hours for all employees, based on a 40 hour work week, in order to effectively serve its clientele.

Office Hours for Full-time Staff:

1. Public office hours shall be 8:00 a.m. until 4:00 p.m. Monday through Friday.
2. During certain peak times, there may need to be full staff office coverage from 8:00 a.m. to 5:00 p.m. as designated by the department supervisor.
3. Supervisors, working with Human Resources, may establish flexible work schedules in their departments (see Flexible Working Hours Policy <http://www.bismarckstate.edu/uploads/resources/276/flexibleworkhours.pdf>).

Office Hours for Full-time Faculty:

1. The Academic Deans and Department Chairs shall establish appropriate office hours for their individual faculty members.
2. In developing specific office hours for faculty, the appropriate Academic Dean and Department Chairs shall make every effort to provide office hours which are convenient for students.

History of This Policy:

First policy draft July 5, 1978.

Revisions - May 2, 1985; June 1, 1990; August 7, 1997; November 12, 1997, September 16, 2010; October 25, 2016; reviewed by the Operations Council on September 12, 2018 and approved by the Executive Council on September 13, 2018.