



Policy Title Instructional Staff Work Schedules	Original Adoption Date 7/20/1972	Policy Number HR-232
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement All full time instructional staff will be on a yearly contract. Staff members work schedules will be based on 40 hour work week, will be arranged as equitably as possible, considering the variations in responsibilities. Staff members are expected to start all classes promptly at the hour indicated in the class schedule, to remain in the classroom during class sessions, and to maintain posted office hours. Please reference the Employee Handbook for greater detail.		
Reason for Policy Identified work schedules ensure that instructors are available to meet students' needs.		
Cross References and Legal Review Created/Adopted: 7/20/72; 5/16/77 Reviewed/Revised: 11/16/89; 5/19/93; 7/01/02; 7/01/14 Legal Reference: Cross Reference: Fire Drills, Emergency Closings, Employee Handbook		
Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		