

Policy Number: 02.011

Policy Title: Working Hours and Schedule

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Working Hours and Schedule

Antioch College normally is open for business from 8:30 am to 5:00 pm, Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees are expected to exhibit good work habits which include reporting to work on time each day.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.