

<b>Section:</b>	IX.3.3	
<b>Title:</b>	Official College Work Schedule	
<b>Effective Date:</b>	March 9, 2017	
<b>Approved By:</b>	Vice President for Human Resources	
<b>Responsible Unit:</b>	Office of Human Resources (609) 771-2282; hr@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• The College of New Jersey Energy Savings Program</li> <li>• The College of New Jersey Holiday Schedule</li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	March 9, 2017	Revised
1.0	1993	New policy; Initial release

## I. INTRODUCTION

The purpose of this policy is to outline The College of New Jersey work schedule including daily hours of operation, holidays, breaks, lunch schedules and winter and summer closures.

## II. DEFINITIONS

N/A

## III. POLICY

### Business Hours

The College's official business hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. Employees will be assigned specific work hours by their supervisors upon hiring. The assigned hours and workdays for individual employees may vary, and are subject to change based on operational and program needs. Individual offices may establish expanded scheduling to include weekend and evening coverage. Whenever possible, supervisors shall provide at least two weeks' advance notice of schedule changes.

### Lunch Periods

Employees assigned thirty-five hour workweeks and employees with No Limit (NL) workweeks receive one-hour unpaid lunch periods. Employees assigned forty-hour

workweeks receive one half-hour unpaid periods. The scheduling of lunch periods is to be authorized by the appropriate supervisor to ensure office/departmental coverage.

### Break Periods

Classified employees are entitled to one fifteen (15) minute break period during each one-half (1/2) shift. For normal shifts this is to include one break prior to the lunch period and one break after the lunch period. These breaks may not be combined with or added to the lunch period or applied at the end of the day for early leave. Where operational needs require, supervisors may set specific times for each employee's regular break periods.

### Holidays, Winter and Summer Closures

Detailed information regarding holidays and the Energy Savings Program can be found at the Office of Human Resources website.