

Clatsop Community College

Code: 4.125
Adopted: 10/89
Orig. Code: 360

WORK WEEK-CONFIDENTIAL STAFF

Salaries at Clatsop Community College are based on an eight-hour day and forty-hour week. Offices shall be open for business between 8 a.m. and 5 p.m., unless otherwise authorized. One hour is allowed for lunch. Office hours and hours of work may be changed at College discretion.

All confidential staff are encouraged to take two 15-minute rest or coffee breaks within the eight-hour work day to be taken as approved by the immediate supervisor. Where possible, breaks should be staggered so that offices are not left unattended.

END OF POLICY

Legal Reference:

ORS Chapter 341