

Lake Region State College
Policy and Procedure Manual

SECTION 400.19
HOURS OF WORK

Core office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Employees are expected to work 40 hours per week, with the additional half hour per day schedule flexibility with supervisor approval. The official workweek for employee payroll begins at midnight on Sunday and ends at 11:59pm Saturday. Work schedules may vary depending on employment status of full-time or part-time, teaching schedules or other required work hours needed to accommodate the operational needs of the campus.

History

Administrative Council Approved 05/18/16

Administrative Council Approved 08/29/16

Administrative Council Approved 09/24/25