

## **Policy: 5.06**

### **Work Schedules**

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#### **Purpose**

Kansas City Kansas Community College (KCKCC) is committed to ensure that all locations and departments are appropriately staffed to meet the needs of our students, community, and employees.

#### **Policy Statement**

Supervisors are responsible to establish a work schedule for their employees. The work schedule should be clearly communicated to the employee upon hire. Work hours and locations may vary. Sufficient staffing should be maintained to meet the needs of the department and college stakeholders. Some departments have expanded hours to meet the operational needs of the College.

Board Approved: 6/18/2018

Revision Approved: 02/15/2022