

**College Procedure:** 404.4 - Work Hours and Attendance  
**Policy Reference:** 404 - Employment Relationship  
**Responsible Department:** Human Resources  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Human Resources  
**Effective Date:** 8/11/2011

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

This procedure addresses the normal working hours of employees and ensures that all Kirkwood departments are staffed during business hours.

## The Procedure

All Kirkwood departments must be staffed from 8am to 5pm and it is expected that a minimum of one person will be available to respond to phone calls. Employees are expected to be at their work site at the time arranged with their supervisor. For most employees the starting time will be 8am, although work hours may vary according to shift or work assignment. If it is not possible to be at the work site at your designated time, it is necessary for the employee to call the direct supervisor or designated individual in the department to inform them of the expected length of absence or tardiness.

All full time employees should receive a minimum 30 minute unpaid lunch break.

An employee who does not call or report to work for two consecutive days is considered to have voluntarily resigned employment with Kirkwood. Supervisors experiencing this situation should contact Human Resources immediately.

## References

## Definitions

Term	Definition
Term 1	

Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	8/11/2011	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/17/2017
3		Cabinet	Procedure template 7/15/2019