

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.16
Title: Working Hours
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 06-09-2017
Last Revision: 06-09-2017

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Normal working hours for all FTE employees are 37.5 hours per week. All employees have regular work hours assigned upon employment with the College and the appropriate Vice President or the President if applicable must approve changes.