

POLICY: 4.2.2

Official Business Hours and Work Schedules

Revised: December 6, 2012; and January 4, 1996

Last Reviewed: May 15, 2025

Adopted: September 4, 1986



POLICY:

With certain exceptions (e.g., law enforcement and fire protection employees) and pursuant to State of Georgia Policy, all regular, salaried employees of the Technical College System of Georgia shall adhere to a forty (40) hour work week schedule unless the work schedule for a given employee is established at less than forty (40) hours per week. The Commissioner shall establish the official business hours of the System Office, and each Technical College president shall establish the official business hours for his/her Technical College. Employee work schedules shall be established to facilitate the effective and efficient operation of all System Office or Technical College work units.

The Commissioner and each Technical College president must ensure that System Office and Technical College operations comply with all applicable provisions of the Fair Labor Standards Act and the State of Georgia policy governing Working Hours, Payment of Overtime, and Granting of Compensatory Time.

RELATED AUTHORITY:

Office of Planning and Budget (OPB) Policy Governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time

TCSG Procedure 4.2.2p1 – Official Business Hours and Work Schedules