

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

WORK SCHEDULE

Effective October 15, 1985

Policy No. 3-24

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- (A) All employees will comply with the work schedule established within their respective work areas.

- (B) Repeated failure to meet the required work schedule may result in pay deductions for the missed time, warning, or suspension. Unapproved and unexcused absence will be reported to the Director of Personnel by the manager for deduction of the required amount of pay. Repeated failure to meet the required schedule of work may result in discharge.