

# Orangeburg-Calhoun Technical College Statement of Policy

Title: College Employee Work Schedule

Number: 8.003

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Department of  
Responsibility: Vice President for Business Affairs

Authorization:

\_\_\_\_\_  
Area Commission Chairman

\_\_\_\_\_  
President

Date Approved: October 21, 1997

Last Revised: January 16, 2018

Last Reviewed: February 20, 2024

## 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 COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

The administration, faculty and staff of Orangeburg-Calhoun Technical College shall be assigned work schedules, within state and federal guidelines, which most effectively support the College mission.

Work schedules shall be developed by Division and Department Heads to ensure that all College services are provided in conformity with the guidelines. These work schedules shall be reviewed and approved by the appropriate Vice President and the President. Upon adoption, these work schedules shall be fully and consistently implemented. Changes should occur at the direction of the college for the benefit of the college.