

## ***MOUNTWEST ADMINISTRATIVE PROCEDURE***

### **Campus Operation Schedule**

Beginning November 1, 2021, Mountwest Community & Technical College will operate on a modified operating schedule. Offices will be open Monday - Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 3:00 p.m. A 37.5-hour work week will continue to be observed along with a 30-minute lunch break each day (or an hour with supervisor approval). Alternative work schedules Monday - Thursday may be available with Supervisor's prior approval and completion of a Modified Work Schedule form to be submitted in advance to the Office of HR, Employee Development & Payroll. Hours of operation for the Maritime may vary depending upon operational needs.

#### **Business Hours**

Students and the community can expect to find appropriate offices staffed so they may conduct business with the college during the following hours:

8:00 a.m. - 5:00 p.m. Monday, Tuesday, Wednesday & Thursday

8:00 a.m. - 3:00 p.m. Friday

Virtual and additional in-person support outside of these business hours will be provided upon student request via email.

#### **Operating Hours**

Students and employees may access the building during the following hours:

7:00 a.m. - 10:00 p.m. Monday, Tuesday, Wednesday, Thursday & Friday

8:00 a.m. - 5:00 p.m. Saturday

Closed Sunday