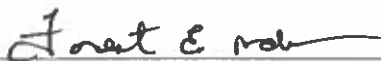


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	OPERATING HOURS	Procedure Number:	2-2-108.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-2-108		

Approved: _____



President

Date

Adopted: 07/01/2004

Date

Revised: 10/11/2021

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.

Standard hours of operation for the College are Monday-Thursday, 8:00 a.m.- 10:00 p.m. and Friday, 8:00 a.m.- 5:00 p.m.

Some services and instructional activities will be provided outside of standard operating hours. Supervisors are responsible for developing personnel schedules to ensure those services and instructional activities are provided to support the College mission.