

## 5.2 Hours of Operation

**Last Revised:** June 2023

**Policy:** Piedmont Community College (PCC) establishes and communicates regular hours of operation during which services are provided.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to communicate the process of determining the operating hours that are necessary to meet the needs of the College's constituencies.

#### **Definitions**

N/A

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority. The President has monitoring authority for this policy.

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### **Procedure:**

Section 1: Determining of Hours of Operation

- 1.1. The President consults with the Executive Council for recommendations regarding hours of operation for the College.
    - 1.1.1. The hours are then communicated as necessary to ensure that employees, students, and the public are aware of those hours.
    - 1.1.2. Refer to the College website (piedmontcc.edu) for current [hours of operation](#).
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**Legal Citation:** N/A

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**History:** Effective October 1988, Revised July 2012, November 2021, June 2023