Attendance

As an employee of KCTCS and a member of the BCTC family, employees are expected to contribute their talents and energies to further the mission of the college and to improve the quality of the services delivered to the citizens and employers of the Commonwealth. Administrators are expected to lead such efforts and to support employees to accomplish these results.

KCTCS expects employees to make each working day productive and rewarding. Specific hours of work will be determined and assigned by the supervisor. The normal work week for a non-exempt, full-time staff employee is 37.5 hours, distributed over five consecutive days, Monday through Friday, 8 a.m. to 4:30 p.m. Flexible scheduling or overtime work may be needed on occasion. Other normal work schedules including Saturday and evening hours can be required based on the need of the college. The normal work week for an exempt, full-time employee is a minimum of 37.5 hours established in agreement with the supervisor.

Employees have the responsibility to use their skills, talents, and abilities to accomplish work tasks and to do them promptly, professionally, competently, respectfully, and pleasantly. Employees also have the responsibility to abide by KCTCS policies and procedures, applicable laws, and college and departmental rules and guidelines.

Employees are expected to cooperate with college administration and their coworkers in accomplishing college goals

Employees must help to create the pleasant and safe working conditions that KCTCS intends, resulting in better performance for the organization overall and personal satisfaction for employees. Employees are expected to demonstrate a respectful and positive team attitude including keeping their work area in a professional manner and wearing attire appropriate to an educational, professional, and public workplace.