



Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Vice President of Human Resources	Effective: 2004
Division: Human Resources	Reviewed: 7/2004, 2/2010, 1/2016, 3/2019, 12/2020 Revised:	

4.2.2 GT TCSG Official Business Hours and Work Schedules

The Office of Human Resources follows the Technical College System of Georgia (TCSG) 4.2.2 – Official Business Hours and Work Schedules policy, which can be found in the Administration/Operations section of the State Board Policies and TCSG Procedures Manual. The link is as follows: <https://tcsgeu/tcsgpolicy/files/4.2.2.pdf>.

Additionally, through designation by the Commissioner to the President of the college, the work schedule for Gwinnett Technical College as follows:

Official Work Week:	Midnight, Saturday through 11:59p.m.
Friday Core Business Hours:	8a.m. until 6p.m., Monday through Thursday 8a.m. until 4p.m., Friday and Saturday
Building Access Hours:	7a.m. until 10p.m., Monday through Thursday 7a.m. until 4p.m., Friday and Saturday