

SECTION: Safety and Security

NUMBER: K/1.2

SUBJECT: After-hour Employee Working Policy

SOURCE REFERENCE: Gadsden State Community College Safety & Security Handbook

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## After-Hour Employee Working Policy

1. There are certain types of work which require being continued after normal working hours. Occasionally, the nature of this after-hour work involves some risk. Should this be the case, **an individual should not work alone, if possible.**
2. When the above condition exists, the judgment risk involved rests with the academic director or supervisor and he/she must decide whether or not this person should work alone during the necessary after-hours.
3. All personnel working at night should have a flashlight for use in the event of a power failure.