

### 03.101 Office and Working Hours.

1. Regular Staff Office and Working Hours. The System's normal workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. State law sets the minimum workweek for regular full-time salaried employees at forty (40) hours.<sup>1</sup> The workday of personnel may be staggered, however, administrative offices will be open from 8:00 a.m. to 5:00 p.m. each weekday, Monday through Friday, except on designated holidays.<sup>2</sup> Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business.<sup>3</sup> Exceptions to the 8:00 a.m. to 5:00 p.m. Monday-through-Friday work schedule will be made in offices affected by student registration, special events, special services, or public relations factors. The hours may also be shifted to provide for Saturday and Sunday needs in some departments. However, the time worked on such days shall count towards the forty (40) hours per week required above.<sup>4</sup> Exceptions will be made for legal holidays authorized by the current General Appropriations Bill and promulgated by the Chancellor, and for modified work schedules. Supervisors may rearrange work hours of their employees to meet needs of the department as long as all requirements of this policy are met.
2. Hours Worked. All time spent by a staff member that is primarily for the benefit of the System and that is controlled or directed by the System is considered hours worked. Such time includes required "on duty" time; time which an employee is permitted to work, even if not requested or required; waiting or "idle" time (rest periods, etc.); time spent traveling on official business; time spent in training directed or approved by the supervisor; time spent adjusting grievances; and, time in an on-call status where staff member is restricted to home and the on-call conditions are so restrictive that they cannot pursue personal activities.
3. Regular Work Location/Work Performed at Personal Residence. An employee shall, during normal office hours, conduct System business only at the employee's regular place of business or assigned duty point unless the employee is on travel status or has received prior written authorization from the department administrator. In no event shall an employee's personal residence be deemed to be that employee's regular place of business or duty point for the purpose of this subsection without the written authorization of the appropriate Vice Chancellor.<sup>5</sup>
4. Lunch Periods. Employees are entitled to a maximum of one hour for a lunch period, depending on their assigned work schedule. Lunch

periods are to be scheduled by supervisors to insure that work requirements are continued effectively.

5. Rest Periods. Full-time staff members are entitled to two fifteen-minute rest periods during the regular workday. Part-time employees who are scheduled to work four hours receive one fifteen-minute rest period. These work breaks are to be authorized by the supervisor so that work may be continued effectively. Normally, one break should be taken in the morning and one in the afternoon. When there is an unusually heavy workload or when a crisis occurs, supervisors are authorized to request that employees forego their break. Rest periods not taken do not accrue to the employee's benefit.
  
6. Observance of Regulations. Each staff member must observe the regular work schedule for his/her work location. Any individual who is consistently late for work, or who does not return from rest periods or lunch periods promptly, is subject to disciplinary actions. The staff member is responsible for notifying the supervisor if he/she will be late or absent from work. When it is necessary to leave work early, the staff member is to make necessary arrangements with the supervisor.

REFERENCE:

1. Chapter 658, Texas Government Code.
2. Appropriations Bill, Article IX, Section 8.2.
3. Article IX, Section 8.1.
4. Chapter 658, Texas Government Code.
5. Appropriations Bill, Article IX, Section 8.3.