

Policies of the University of North Texas System Administration	Chapter 03
03.101 Office and Working Hours	Human Resources

Policy Statement. The University of North Texas System Administration (System Administration) has established regular office and work hours for employees in order to effectively conduct the business of the System Administration.

Application of Policy. All employees.

Definitions.

1. **Work Week.** “Work week” means the week beginning at 12:01 a.m. Sunday and ending at midnight the following Saturday. This work week is also used for the purposes of calculating overtime.
2. **Employee.** “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity, or who is required to be a student as a condition of employment.
3. **Full-time salaried.** “Full-time salaried” means an employee working 40 hours per week and paid on a monthly basis, regardless of overtime eligibility.

Procedures and Responsibilities.

1. **Office and Work Hours.**
 - A. System Administration employees who are paid on a full-time salaried basis shall work a minimum of forty (40) hours in a work week.
 - B. Administrative offices will be open from 8:00 a.m. to 5:00 p.m. each weekday, Monday through Friday, except on designated holidays.
 - C. 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.
 - D. Exceptions to the 8:00 a.m. to 5:00 p.m. Monday-through-Friday work schedule may be made in special circumstances. 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. Exceptions will be made for legal holidays authorized by current state statute and approved by the Board of Regents, and for approved flexible work arrangements. Supervisors may

rearrange work hours of their employees to meet needs of the department in compliance with System Administration Policies and Regulations.

2. Hours Worked. All time spent by an employee that is primarily for the benefit of the System Administration is considered hours worked and should be recorded in accordance with System Administration Policy Time and Attendance/Leave Records.

Responsible Party: Employees

3. Regular Place of Business. An employee shall, during normal office hours, conduct System Administration business only at the employee's regular place of business or assigned duty point unless the employee is on travel status or has an authorized flexible work arrangement according to established guidelines.

Responsible Party: Employees

4. Meal Periods. Employees are entitled to a maximum of one hour for a meal period, depending on their assigned work schedule. Meal periods are to be scheduled by supervisors to insure that work requirements are continued effectively.

Responsible Party: Supervisors

5. Rest Periods. Full-time employees may receive two fifteen (15) minute rest periods during the regular workday. Part-time employees who are scheduled to work four (4) hours may receive one fifteen (15) 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.

Responsible Party: Employees, Supervisors

6. Observance of Regulations. Each employee 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 employee 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 employee should make the necessary arrangements with the supervisor.

Responsible Party: Employees

References and Cross-references.

Chapter 658, Texas Government Code.

Appropriations Bill, Article IX, Section 8.3.

System Administration Policy 03.120, Flexible Work Arrangement

System Administration Policy 03.403, Employee Staff Discipline
System Administration Policy 03.611, Time and Attendance/Leave Records

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