

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources  
AREA: Employee Relations

Number: 02.04.02

<b>SUBJECT: Hours of Work</b>
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I. PURPOSE AND SCOPE

This document defines university departmental operating hours and employee hours of work to comply with standards of public service and operational efficiency and with federal and state laws and regulations -- in particular, the [General Appropriations Act](#). The purpose of this document is to outline actions to be taken by departmental managers to obtain approval for operational hours outside the normal hours or for staggered employee work hours (flextime). This document applies to all staff employees in all University of Houston offices.

University of Houston departments are required to maintain consistent hours of operation and levels of staffing in order to meet standards of public service and operational efficiency and to comply with applicable federal and State of Texas laws. The management of each department is responsible for ensuring that the policy provisions in this document are enforced and for setting work schedules that are fair and equitable.

II. DEFINITIONS

- A. FTE: An abbreviation for full-time equivalency that refers to a percentage of time and effort for a position. One hundred percent or 1.00 FTE means full time or 40 hours per week; 50 percent or .50 FTE means half time or 20 hours per week, etc.
- B. Flextime: An optional work schedule in which the employee works the regular number of weekly hours (based on 40 hours) on a time schedule other than the regular 8:00 a.m. to 5:00 p.m. Monday through Friday hours.

Generally, a flextime schedule involves working the core hours of 9:00 a.m. - 4:00 p.m. between 7:00 a.m. and 6:00 p.m. daily from Monday through Friday, or, alternately, working four 10-hour days from 7:00 a.m. to 6:00 p.m. Monday through Friday. See [MAPP 02.04.10](#) for more information.

III. POLICY PROVISIONS

A. Normal hours of work

1. All staff employees paid on a full-time basis are required to work a minimum of 40 hours per week unless on approved leave status. Employees are required to work additional hours if necessary to satisfactorily accomplish the job; the acceptance of this requirement is a condition of employment for personnel employed in those positions.

Part-time employees employed at less than 100 percent FTE are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their positions. Such hours of work shall be consistent with the FTE of the particular position.

2. The typical office hours are 8:00 a.m. to 5:00 p.m. from Monday through Friday (with one hour off for lunch). These are the regular hours of work for full-time employees; however, the work schedules of some departments/employees may be adjusted as necessary to provide maximum operational efficiency.
3. State law requires that university offices remain open during the noon hour to accept telephone calls, receive visitors, or transact business.
4. Departmental management may stagger normal working hours of their department personnel consistent with federal and state regulations and in the interest of department efficiency, traffic regulations, public safety, environmental concerns, and the approved work-related preferences of employees, as long as the department remains open and adequately staffed between the posted hours of operation.

When a department chooses to implement a flextime schedule, the option should be available to all personnel, except for those in positions where business necessity requires adhering to the posted hours of operation. Those positions should be so designated in advance of implementing the flextime schedule.

The work schedules of employees choosing flextime schedules require the prior approval of the direct supervisor. Where a department chooses a departmental flextime schedule that digresses significantly from normal operating hours, the flextime plan requires the prior review and approval of the Executive Director, Human Resources or designee.

5. Employees are responsible for adhering to department work schedules.

- B. Operational hours outside the normal hours: Certain offices may be kept open during other hours and on other days, but the time worked counts toward the required 40 hours per week for the purposes of calculating overtime pay for non-exempt personnel.

Employees may be asked to work more than normal hours when operational needs demand it. Overtime work for non-exempt employees must be authorized in advance by the appropriate business administrator(s), director, and/or department chairperson. Working unauthorized overtime may subject a non-exempt employee to disciplinary action, up to and including termination. Exempt employees are not eligible to receive overtime pay.

- C. Notice of schedule change

1. Some staff positions require more actual working hours than others, and the acceptance of such a requirement is a condition of employment for personnel employed in those positions. Managers retain the right to schedule the work hours of their direct reports and to modify schedules as the needs of the department or university require. Employees are entitled to reasonable notice when a department makes significant changes in work schedules.
2. Some staff positions require that the employee be available for service during emergencies (i.e., "essential personnel"). An employee who has been informed that his/her position is subject to emergency duty and subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination, unless the employee provides an acceptable reason for failure to report for duty.

- D. Meal and rest breaks
1. Each full-time employee is provided a meal break near the middle of the work day. The time for meal breaks may be scheduled by management in the department with appropriate regard for workload. The meal period should not exceed 60 minutes. However, meal breaks of different lengths may be approved where departmental work schedules require it and daily schedules are adjusted accordingly. Employees are not paid for meal breaks.
  2. Employees may take periodic rest breaks. The time for rest breaks for non-exempt employees is decided and scheduled by departmental management with appropriate regard for work load. Time spent on approved rest breaks will be compensated. Time not used for rest periods cannot be used to reduce work schedules or accumulated to be taken later.
  3. Management may alter or amend meal or rest break schedules as necessary to ensure efficient operations.
- E. National Guard or reserve personnel: The work schedule of an employee who is a member of the National Guard or any reserve component of the Armed Forces must be adjusted so that two of the employee's regular non-work days per month coincide with the two days of military duty to be performed by the employee. An employee may not be required to use vacation or any other compensated leave for this military duty.

IV. PROCEDURE FOR OBTAINING APPROVAL FOR EXCEPTIONS TO NORMAL OPERATING AND/OR WORK HOURS

- A. To meet their institutional service obligations, it may be necessary for certain university offices to be kept open or for staff to be available on call on a regular basis at times other than 8:00 a.m. to 5:00 p.m. from Monday through Friday.
- B. Similarly, in the interest of departmental efficiency, traffic, public safety, environmental concerns, or the approved work-related preferences of employees, management may desire to stagger working hours of their department personnel outside normal posted hours of operation.
1. The work schedules of employees choosing flextime schedules require the prior written approval of the supervisor. Where a department chooses a department-wide flextime schedule that digresses significantly from normal operating hours, the plan requires the additional approval of the Executive Director of Human Resources or designee.
  2. Human Resources must be contacted to provide counsel to ensure that the 40-hour-per-week work standard will be followed. They will provide direction for reporting leave and holiday time for flextime employees.
- C. Temporary changes in office hours do not require this formal approval process. However, in such cases, sufficient notice should be provided to alert students, faculty, staff, or outside public customers of service interruptions.

## V. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before July 1

## VI. APPROVAL

Carl CarlucciExecutive-Senior Vice President for Administration and FinanceRenu Khator

President

Date of President's Approval: May 22, 2013

## VII. REFERENCES

[State of Texas General Appropriations Act](#)UH System Administrative Memorandum [02.A.20](#)Manual of Administrative Policies and Procedures [02.04.10](#)

## REVISION LOG

Revision Number	Approved Date	Description of Changes
1	07/30/1996	Initial version (Originally a Policy and a Procedure)
2	12/14/1999	Applied revised MAPP template. Combined the policy and procedure into one document. Revised contents to meet current operating practices. Moved Section II, Policy Statement, into Section I, Purpose and Scope. Removed MAPP 02.04.02 in Section VII
3	04/07/2008	Applied revised MAPP template. The work schedule approval process has been updated for departments operating outside the University's normal hours. The mention of "8:00 a.m. to 5:00 p.m. Monday through Friday" has been replaced with "hours of operation" throughout the document as normal hours is defined in the policy provisions. Work schedules outside of normal operational hours in Section III.B no longer need approval by specified responsible parties. The position title "Vice President for Human resources" was changed to "Executive Director of Human Resources" throughout the document. Responsible party was changed to the AVP for Finance. Removed Index terms

Revision Number	Approved Date	Description of Changes
Interim	09/07/2011	Interim designation based on Texas Workforce Commission audit in 04/2011. Applied revised MAPP template and added new Revision Log. Added Monday through Friday parameters to Section II B definition for flextime. In Section III.C, managers may modify schedules as circumstances dictate. Documentation was added to Section III.D on meal breaks and rest periods
4	05/22/2013	This MAPP is being submitted for review and approval to remove the Interim designation. Added MAPP 02.04.10 to Section II.B and Section VII, References
<u>5</u>	<u>TBD</u>	