

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.20

AREA: General

SUBJECT: Hours of Work

1. PURPOSE

- 1.1. [Texas Government Code, Section 605.002](#) has set regulations regarding the working hours of regular, full-time staff employees. This administrative memorandum provides direction for scheduling work to accomplish service goals and operational efficiency.
- 1.2. This policy supports federal law and State of Texas regulations and applies to all staff employees of the University of Houston System.

2. POLICY

- 2.1. Management is responsible for the enforcement of this policy and for ensuring that decisions regarding work schedules and work privileges are fair and equitable. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).
- 2.2. Regular, full-time staff employees are required to work a minimum of 40 hours per week unless in paid leave status.
- 2.3. Part-time and temporary employees are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their position. Such hours of work shall be consistent with the FTE of the position.
- 2.4. The normal office hours of the component universities and System administration shall be 8:00 a.m. to 5:00 p.m. Monday through Friday as documented in [Texas Government Code, Section 658.005](#). These shall be the regular hours of work for full-time employees, except those employed by departments with functions that preclude an 8:00 a.m. to 5:00 p.m. Monday through Friday work schedule. The

work schedules of employees in some positions may be adjusted as necessary to provide maximum operational efficiency.

When the component university President or designee deems it necessary or advisable, offices may be kept open during other hours and on other days, but the time worked under this provision counts towards the required 40 hours per week.

- 2.5. Component universities are allowed to stagger normal work hours of their personnel in a manner consistent with federal and state regulations and in the interest of traffic regulations, public safety, environmental concerns, and the approved work-related preferences of employees, as long as the component university remains open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- 2.6. [Texas Government Code, Section 658.005](#) requires that a state agency remain open during the noon hour each working day with at least one person on duty to accept calls, receive visitors, or transact business.
- 2.7. Per [Texas Government Code, Section 658.008](#), 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.

3. POLICY PROVISIONS

- 3.1. The working hours of certain members of the staff may vary, depending on the position held or the approved work-related preferences of the employee.
- 3.2. Some staff positions require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for personnel employed in those positions. However, whenever practical, employees should receive reasonable notice when a department makes significant changes in work schedules or establishes a requirement to work in excess of 40 hours per week on a regular or recurring basis. This requirement does not apply to emergency situations when management could not be reasonably expected to anticipate the emergency situation.
- 3.3. An employee who has been informed that his/her position is subject to emergency call duty and who subsequently fails to report when called for such duty may be subject to discipline and dismissal procedures, unless the employee provides an acceptable reason for the failure to report.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before August 31

5. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Paula M. Short on Behalf of Renu Khator
Chancellor

Date: July 6, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	11/04/1994	Initial version
2	04/07/2008	Applied revised SAM template to meet current documentation standards. Removed exceptions to maintain services on a 24-hour basis from Section 2.2. Removed Section 3.4 on specifications for meal and rest breaks and Section 3.5 on components developing detailed procedures. Changed responsible party to AVC for Finance. Changed review period from even numbered years on or before December 31 st to every five years on or before August 31 st . Added Executive Vice Chancellor for Administration and Finance to approval process
3	07/28/2015	Applied revised SAM template and added new Revision Log. Added Texas Government Code, Section 605.002 to Section 1. Added discrimination statement, plus GENDA information on sexual orientation, gender identity and gender expression to Section 2.1. Added Texas Government Code, Section 658.005 to Sections 2.4 and 2.6. Replaced "CEO" with "component university President" in Section 2.4. Added Texas Government Code, Section 658.008 to Section 2.7

Revision Number	Approval Date	Description of Changes
4	07/06/2016	Updated Section 2.1 with GENDA/Title IX information per the U. S. Department of Education’s Office of Civil Rights requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. Changed titles as applicable