The State of Texas has set regulations regarding the working hours of regular full-time staff employees. This policy supports federal law, State of Texas regulations, and the System Administrative Memorandum 02.A.20.

The following is excerpted from the System Administrative Memorandum 02.A.20.

“The regular work week hours for full-time staff are a minimum of forty (40) hours. The normal office hours of the University of Houston are 8:00 a.m. to 5:00 p.m. Monday through Friday. The University of Houston recognizes that there are 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 may be adjusted as necessary to provide maximum operational efficiency. Offices may be kept open during other hours and on other days, but the time worked must count toward the required forty (40) hours per week.

Departments may stagger work hours to best fit their operational and client needs as long as the department remains open and offices are staffed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. These staggered work hours must be consistent with federal and state regulations.

State law requires offices remain open during the noon hour each working day with at least one person on duty to accept calls, visitors, or transact business.

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.

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. However, employees should receive reasonable notice when a department makes significant changes in work schedules or establishes a requirement to work in excess of forty (40) hours per week on a regular or recurring basis. This requirement does not apply to emergency situations.

An employee who has been informed that their position is subject to emergency call duty and who fails to report when called for such duty may be subject to discipline and dismissal procedures.”
The University Center & Associated Facilities establishes specific hours of operation for each of its units. The hours of operations are published once a year.

Each unit establishes their own operating hours.

APPROVAL

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations