

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.A.20**

**AREA: General**

**SUBJECT: Hours of Work**

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**1. PURPOSE**

- 1.1. The State 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. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group.
- 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. 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 CEO 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. State law 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. 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 Finance

Review: Every five years on or before August 31

5. APPROVAL

Approved: Jim McShan  
Interim Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: April 7, 2008