



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Policy 02.05.12

SUBJECT: Work Schedules

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. The purpose of this document is to outline the university's policy on normal working hours and any special exceptions to the normal work schedule. This document applies to all staff employees. All Texas Southern University 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 required forty (40) hours on a modified work schedule at an agreeable time between 7:00 a.m. and 6:00 p.m. daily, as determined by the supervisor. Flextime schedules must be approved in writing by the supervisor.

III. NORMAL HOURS OF WORK

- A. All staff employees paid on a full-time basis are required to work a minimum of forty (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.

- B. 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.
- C. The standard office hours are 8:00a.m. to 5:00p.m. Monday through Friday, except for designated holidays. 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.
- D. All employees are given a one (1) hour lunch break which should be taken between the hours of 11:00a.m and 2:00p.m. State law requires that University offices remain open during the noon hour to accept telephone calls, receive visitors, and/or to transact business.
- E. Changes to the work schedule for summer months may be necessary and will be made by the President of the University when such changes are in the best interest of the University.
- F. Instructional personnel (i.e. faculty) shall be exempt from standard hours and shall function as necessary to meet classes and maintain related academic duties, including but not limited to class schedules, office hours, departmental faculty meetings, committee meetings, and other duties as determined by the supervisor.

IV. OPERATION HOURS OUTSIDE NORMAL WORK HOURS

- A. Certain offices may be kept open during other hours and on other days, but the time worked is counted toward the required forty (40) hours per week. If it is necessary for an office to be open Saturday morning, members of the staff will be expected to serve in rotation and will receive an equal amount of time off during the regular work week.
- B. 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), directors, 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. Departmental management may stagger working hours of their department personnel consistent with federal and state regulations and in the interest of departmental 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.

- D. 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 written 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 Associate Vice President/CHRO or designee. Employees are responsible for adhering to department work schedules.
- V. OTHER ASSIGNED DUTY POINT WORK ARRANGEMENT
- A. A supervisor may allow an employee to do official University work at an alternate assigned duty point.
- B. The employee's personal resident may not be considered the employee's regular or assigned temporary place of employment without prior written authorization from the employee's Department Head.
- C. The supervisor may discontinue the employee's participation in the flexible workplace initiative at any time.
- D. A supervisor may approve an employee's request to work at an alternate assigned duty location under the following conditions:
- i. The employee holds a position which, according to their supervisor, lends itself to flexibility in location or schedule;
 - ii. The employee has demonstrated to their supervisor's satisfaction the ability to work independent of their supervisor and peers;
 - iii. The employee ensures they have access to any resources necessary to perform any assigned activity when working from an alternate location, including a computer and a telephone that they are willing to use for University business ;
 - iv. The employee ensures that they are able to complete any assigned task in a location where sensitive information or data can be kept secure;
 - v. The employee ensures that all work is strictly accounted for and securely disposes of any sensitive information;
 - vi. The employee understands that all University policies and procedures apply whether the employee is working at an alternative location or on an alternative work schedule.
- E. The Other Assigned Duty Point Work Assignment is normally not permanent. It is usually a temporary work arrangement counted as official work time for circumstances when it is not practical to conduct University business at the regular place of business or assigned duty point.

- F. This arrangement may not be used to assist an employee that is out of eligible paid leave time and/or prefers not to use such time while unable to report to their regular work site.

VI. NOTICE OF SCHEDULE CHANGE

- A. Some staff positions require more actual working hours than others, and the acceptance of such requirement is a condition of employment for personnel employed in those positions. Employees are entitled to reasonable notice when a department makes significant changes in work schedules.
- B. Some staff positions require that the employee be available for service during emergencies. 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.

VII. MEALS AND REST BREAKS

- A. Each full-time employee is provided a one (1) hour, unpaid meal break. Meal breaks of different lengths may be approved where departmental work schedules require it and daily schedules are adjusted accordingly.
- B. Each full-time employee may take periodic rest breaks. Rest breaks are a privilege and not required by state or federal regulation. The length, time and place for rest breaks for non-exempt employees is decided and scheduled at the discretion of the departmental management with appropriate regard for work load. The supervisor is responsible for ensuring that breaks do not interfere with the normal completion of the work involved. Time spent on approved rest breaks will be compensated.
- C. Management may alter or amend meal or rest break schedules as necessary to ensure efficient operations in the department.
- D. In accordance with the Patient Protection and Affordable Care Act (PPACA), nursing mothers are allowed "reasonable unpaid break time" to express breast milk for her nursing child for up to one (1) year after the child's birth.
 - 1. A "reasonable unpaid break" may be taken as frequently as needed by the nursing mother.
 - 2. Supervisors should permit nursing mothers who need to express breast milk to visit lactation rooms during normal break times or meal times. While a supervisor may require the lactation break time, if possible, to run concurrently with breaks already provided, such as meal breaks, supervisors should be flexible in allowing nursing mothers to select appropriate times to utilize a lactation room on campus.

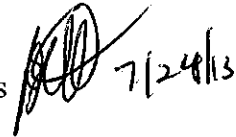
- 3. All employees that need to take reasonable breaks to express breast milk must notify their supervisor in advance of taking the break. The employee must also notify the supervisor when they return from the break so that their time away can be accurately accounted.
- 4. Employers are not required to compensate nursing mothers for breaks taken for the purpose of expressing milk. Thus, all break time utilized during the regular work day for expressing milk must be made up by the employee (nursing mother).

VIII. 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.

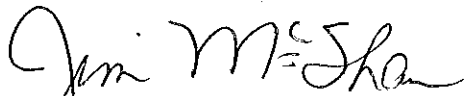
IX. REVIEW AND RESPONSIBILITIES

Responsible Party: Executive Director of Human Resources

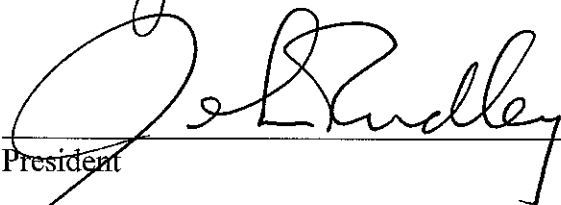


Review: Every three years, on or before September 1

X. APPROVAL



Vice President for Finance



President

Effective Date: July, 2013