



## MEMORANDUM OF ADMINISTRATIVE POLICY

**SECTION:** Human Resources  
**AREA:** General

**Number:** MAP 02.A.20

**SUBJECT:** Hours of Work

### I. PURPOSE AND SCOPE

- A. 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.
- B. This policy supports federal law and State of Texas regulations and applies to all staff employees of the University of Houston System.

### II. POLICY

- A. Management in each operational unit/division/college 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 – Clear Lake 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.
- B. Regular, full-time staff employees are required to work a minimum of 40 hours per week unless in paid leave status.
- C. 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.

- D. The normal office hours of the University of Houston – Clear Lake 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. Work schedules of employees in some positions may be adjusted as necessary to provide maximum operational efficiency. When the 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.
- E. Units/Divisions/Colleges 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.
- F. 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.
- G. 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.

### **III. POLICY INFORMATION**

- A. 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.
- B. 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.
- C. 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.

- D. An employee's work schedule may be adjusted as necessary to provide for maximum operational efficiency. Department managers and/or supervisors are responsible for communicating work schedules with all employees.
- E. Employees must be given a minimum of 2 weeks' notice for changes to entire scheduled shifts. For example, a change from one shift (day, evening, night) to another shift.
- F. Offices that vary the operating hours from the normal 8:00 a.m.–5:00 p.m., Monday through Friday schedule, must be approved by Human Resources.

**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: HR is responsible for implementing and monitoring policy  
Review: Review schedule every 5 years

**V. APPROVAL**

/Mark Denney/  
Vice President for Administration and Finance

/Richard Walker/

\_\_\_\_\_  
President

Date of President's Approval: \_\_\_\_\_

**VI. REFERENCES**

**VII. REVISION LOG**

Revision Number	Approved Date	Description of Changes
1		Initial edition
2	04/19/2019	Contents rewritten to reflect current process
3	02/23/2023	No Changes