Hours of Work

(Supplements SAM 02.A.20)

1. The University of Houston-Clear Lake (“UHCL”) adopts the following procedures in compliance with the policy and provisions of the System Administrative Memorandum (“SAM”) 02.A.20
2. The work schedules of employees may be adjusted as necessary to provide for the maximum operational efficiency. Department managers and/or supervisors are responsible for communicating work schedules with all employees.
3. Employees must be given a minimum of 2 weeks’ notice for changes to entire scheduled shifts. For example, a change from the one shift (day, evening, night) to another shift.
4. All employees who are scheduled to work in excess of 5 hours in any workday must be given a minimum of 30 minutes for a meal break. Employees who are required to perform or be available to perform work during the meal break will be compensated during the meal break.
5. Employees may be approved for a 10-15 minute rest break during the first half of the work schedule and a 10-15 minute rest break during the second half of the work schedule if the workload permits and with approval of the supervisor.
6. Offices that vary the operating hours from the normal 8:00 a.m.–5:00 p.m., Monday through Friday schedule, must notify the appropriate Vice President/President.

In accordance with state laws, the agency is open for business Monday through Friday, 8:00 a.m.–5:00 p.m. Some departments may be approved for flexible hours but the agency shall remain open no less than 8:00 a.m.- 5:00 p.m. Monday through Friday.