

**MISSISSIPPI STATE UNIVERSITY
OFFICE HOURS/WORK SCHEDULE
POLICY AND PROCEDURES**

PURPOSE:

To establish regular office operating schedules of the University.

POLICY:

Offices are regularly operated on a schedule of 8 a.m. to 5 p.m. Monday through Friday each week except on approved holidays and during other periods designated by University administration. All offices that have multiple office personnel will be expected to be open during the noon hour.

PROCEDURE:

Work schedules of individual employees will be determined by the department/unit head. Flexible work schedules may be adopted by the department/unit head to accommodate departmental needs. Work schedules of non-exempt support staff must be made in compliance with University procedures for Overtime/Compensatory Time [#60-311](#).

REGULATION/LAW

Fair Labor Standards Act and state law (**SEC. 25-1-97. State office hours.**)

REVIEW:

This policy and procedure will be reviewed by the [Director of Human Resources Management](#) at least every four (4) years.

HRM #60-320
Effective 12/14/87
Revised 10/16/90
Revised 10/10/03
Revised 1/10/07
Reviewed 10/02/12

Recommended by:

/s/ Judy Spencer
Director of Human Resources Management

06/01/12
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

06/11/12
Date

Reviewed by:

/s/ Lesia Bryant
Director of Internal Audit

07/02/12
Date

/s/ Joan L. Lucas
General Counsel

07/24/12
Date

APPROVED:

/s/ Mark Keenum
President

10/02/12
Date