



HRM 60.320: OFFICE HOURS/WORK SCHEDULE

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 OP 60.311 Overtime-Compensatory Time.

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 Chief Human Resources Officer at least every four years.

REVIEWED:

/s/ Leslie Corey 10/9/2023
Chief Human Resources Officer Date

/s/ David Shaw 10/11/2023
Provost and Executive Vice President Date

/s/ Tracey N. Baham 10/11/2023
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 10/30/2023
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 11/27/2023
President Date