

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.601 Official Workweek & Hours of Work	

Policy Statement.

The health science center's normal workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. State law sets the minimum workweek for regular full-time salaried employees at forty (40) hours. Administrative and departmental offices will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on designated holidays. Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business. Departments that are prevented from remaining open throughout the normal workday because of structure, size or function shall arrange telephone coverage during the periods that personnel are not available. Schedules may be shifted to provide for Saturday and Sunday needs in some departments, however, the time worked on such days shall count towards the forty (40) hours per week required above. Exceptions will be made for legal holidays authorized by current state statutes and promulgated by the President. Supervisors may rearrange work hours of their employees to meet needs of the department as long as all requirements of this policy are met. Normal working hours of the health science center may be staggered for traffic regulation or public safety.

Clinical and service department personnel will normally observe the forty (40) hour workweek by working Monday through Friday; however, because of clinical and service department operations, employees may have different work schedules and may be subject to call on a standby basis for emergencies, special events, and in unusual circumstances. The regular hours will, however, be consistent and in accord with State law.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

- Regular Place of Business:** An employee shall, during normal office hours, conduct health science center business only at the employee's regular place of business or assigned duty point unless the employee is on travel status or has received prior written authorization. In no event shall an employee's personal residence be deemed to be that employee's regular place of business or duty point for the purpose of this subsection without the written authorization. Work assignments of one week or less may be performed at the employee's personal

Responsible Party

Supervisors

residence with the written approval of the department head. Both the department head and the appropriate Vice President must approve Work assignments greater than one week at an employee's personal residence.

2. **Lunch Periods:** Employees are entitled to an uninterrupted lunch period. Lunch periods are to be scheduled by supervisors to ensure that work requirements are effectively continued. Lunch periods should be a minimum of thirty minutes to a maximum of one hour. Supervisors

3. **Rest Periods:** Workload permitting, a rest period of not more than 15 minutes during the first half of a regular workday and not more than 15 minutes during the second half of a regular workday is permitted full time employees. Part-time employees who are scheduled to work four hours or more but less than a full day will be afforded one 15 minute rest period. Rest periods cannot be accumulated for use at a later date nor used to shorten the regular workday. In all instances, the utilization of rest periods is subject to the workload demands of the organizational unit. Supervisors

4. **Observance of Regulations:** Each staff member must observe the regular work schedule for his/her work location. Any individual who is consistently late for work, or who does not return from rest periods or lunch periods promptly, is subject to disciplinary action. The staff member is responsible for notifying the supervisor if he/she will be late or absent from work. When it is necessary to leave work early, the staff member is to make necessary arrangements with the supervisor. Staff Member

References and Cross-references.

Texas Government Code, § 658

Forms and Tools.

None

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Revised: