

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 02.A.01

From: Max Castillo, President

Issue No. 3

Effective date: 11/08/06

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Subject: Policy on Working Hours

1. PURPOSE

This PS defines university operating hours and employee hours of work to comply with standards of public service and operational efficiency, and with federal and state laws and regulations, including the General Appropriations Act.

2. DEFINITIONS

2.1 Exempt employee: An employee in a position that is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees include professionals, administrators, and executives and are paid on a monthly basis.

2.1 FTE: An abbreviation for full-time equivalency that refers to a percentage of time and effort for a position.

2.2 Flextime: An optional work schedule in which the employee works the regular number of weekly hours (based on 40 hours) on a time schedule other than the regular 8:00 a.m. to 5:00 p.m., Monday through Friday hours.

2.3 Non-exempt employees: Employees who are paid hourly according to FLSA standards.

2.4 Overtime pay: Cash payment for time actually worked in excess of 40 hours in the standard workweek by a non-exempt employee. (Compensation is at the rate of one and one-half times the employee's regular rate of pay for all overtime worked.)

3. POLICY

3.1 Hours of Work

3.1.1 The University of Houston-Downtown's (UHD) normal workweek begins at 12:01 a.m. on Wednesday and extends through the seven-day period ending at midnight the following Tuesday.

3.1.2 All staff employees paid on a full-time basis are required to work a minimum of 40 hours per work week unless on approved leave status.

3.1.3 Part-time employees employed at less than 100 percent FTE are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their positions. Such hours of work shall be consistent with the FTE of the particular position.

3.1.4 The normal working hours of the university are from 8:00 a.m. until 5:00 p.m., Monday through Friday for all employees. Some areas, because of the nature of the services rendered, may be required to open and close either earlier or later.

3.1.5 The General Appropriations Act requires that state offices remain open during the noon hour with at least one person on duty to accept calls, receive visitors, or transact business.

3.2 Flextime

3.2.1 Departmental management may stagger normal working hours of their department personnel consistent with federal and state regulations and in the interest of department efficiency, traffic regulations, public safety, environmental concerns, and the approved work-related preferences of employees, as long as the department remains open and adequately staffed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

3.2.2 When a department chooses to implement a flextime schedule, the option should be available to all personnel, except for those in positions where business necessity requires adhering to the 8:00 a.m. to 5:00 p.m., Monday through Friday work schedule. Those positions should be so designated in advance of implementing the flextime schedule.

3.2.3 When personal conflict prevents an employee from adhering to the normal working schedule of the university (i.e., travel time to and from work, day-care problems, etc.), the employee may request a different schedule. Approval from the supervisor and the department head must be obtained in advance for any deviation from the regular hours of work.

3.3 Employees are required to adhere to the schedule set by their supervisors.

3.4 Overtime

3.4.1 Certain offices may remain open during hours and days other than 8:00 a.m. and 5:00 p.m., Monday through Friday, but the time worked counts toward the required 40 hours per week for the purposes of calculating overtime pay for non-exempt personnel.

3.4.2 Employees may be asked to work more than normal hours when operational needs demand it. Overtime for non-exempt employees may be scheduled when requested by the supervisor and must be approved by the department head and the Vice President for Administration and Finance (VPAF) prior to the work being performed. Hours worked in excess of forty hours during the work week by a non-exempt employee shall be considered overtime. Supervisors should manage the work load so that overtime is minimized.

3.4.3 Working unauthorized overtime may subject a non-exempt employee to disciplinary action up to and including termination.

3.4.4 Non-exempt employees are not permitted to sign in or commence work before their normal starting time or to sign out or continue work after their normal quitting time without the prior approval of the supervisor.

3.4.5 Exempt employees are not eligible to receive overtime pay.

3.5 Timesheets

3.5.1 Each non-exempt employee is required to complete a timesheet showing the number of hours worked during the preceding two-week period.

3.5.2 Weekly pay is computed from hours worked plus hours of approved absence for which the employee is eligible to be paid. Only approved absences for leave taken may be considered as hours worked for pay purposes.

3.5.3 Salaried employees are required to complete monthly time sheets to record absences for leave taken.

3.5.4 Signing another employee's timesheet or falsifying one's own timesheet violates state law, is strictly prohibited, and will result in disciplinary action, up to and including termination.

3.6 Breaks

3.6.1 Non-exempt employees may take periodic rest breaks. Rest breaks during the work day are considered time worked and are not recorded on timesheets. The time for rest breaks for non-exempt employees is decided and scheduled by departmental management with appropriate regard for work load.

3.6.2 Each employee is provided a meal break near the middle of the work day. The meal period is normally scheduled for sixty (60) minutes. Meal breaks are not considered time worked. All non-exempt employees are expected to take a meal break unless authorized to work during a meal break by the supervisor. Scheduling of meal breaks should be approved by the supervisor.

3.6.3 Any other time spent by a non-exempt employee away from the work area (i.e., deliveries, office errands, etc.) must be approved by the supervisor. Employees leaving the work area should let the supervisor know where they may be reached and the length of time they will be away.

3.6.4 Management may alter or amend meal or rest break schedules as necessary to ensure efficient operations.

3.7 Holidays

3.7.1 Holidays shall be established by UHD in accordance with state law. Employees will be notified of the holiday schedule each fiscal year. A UHD employee is entitled to observe Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day by using accrued vacation hours. Employees must obtain advanced approval for vacation from their supervisor as outlined in PS 02B.04.

3.8 Tardiness and Job Abandonment

3.8.1 All employees are required to call their supervisors within the hour of the time to have reported to work to report absence or tardiness and give explanation. If the employee is unable to reach the supervisor directly, the employee is required to report to someone within the department and then make personal contact with the supervisor as soon as reasonably possible.

3.8.2 Tardiness is defined as being late to work, late returning from a lunch break, or late returning from any other absence from work. Tardiness generally applies only to non-exempt employees. Habitual tardiness of employees should be handled by the supervisor.

3.8.3 An employee who leaves work without authorization or who fails to report to work and notify their supervisor for more than three continuous work days may be considered to have abandoned the job. Job abandonment is a form of resignation, and the employee may be released without application of the policy and procedures on discipline and dismissal.

3.9 National Guard or Reserve Personnel:

3.9.1 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. An employee may not be required to use vacation or any other compensated leave for this military duty.

4. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Employment Services and Operations

Review: Every two years on or before November 1st.

Exhibits:

There are no exhibits for PS 02.A.01.

Signed original on file in Employment Services and Operations

5. POLICY HISTORY:

Issue #1: 05/12/89

Issue #2: 07/24/00

Issue #3: 11/08/06

6. REFERENCES

UH System Administrative Memorandum 02.A.20

University of Houston-Downtown PS 02.B.04

Memo to: All UH-Downtown/PS Holders

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PROCEDURES

There are no procedures for PS 02.A.01.