

05.1200 Hours of Work for Full Time Salaried Employees

05.1201 Office and Working Hours. Normal System and Institution office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except on designated holidays. These are the regular working hours of full time salaried System and Institution employees, although an employee's schedule may vary depending upon the position held by the employee. Full time salaried System and Institution employees shall work a minimum of 40 hours in a calendar week.

05.1202 Exceptions to Working Hours for Certain Employees. The Board delegates to the Chancellor for the System and the Presidents for the Institutions the authority to make exceptions to the minimum length of the work week and the maximum length of the work day for employees to achieve and maintain operational efficiency in accordance with Texas Government Code § 658.007.

05.1203 Policy. The System and Institutions shall adopt policies governing the length of the work week and work day and any exceptions. Policies adopted pursuant to this Regents Rule shall provide that modifications to the minimum length of the work week and maximum length of the work day shall be in writing and shall require the appropriate supervisory approvals. Full time salaried employees shall not be authorized to work less than 40 hours in a calendar week in any policy approved pursuant to this Regents Rule.

Adopted: August 21, 2008
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Revised: