

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.A.20**

**AREA: General**

**SUBJECT: Hours of Work and Work Locations (Interim)**

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**1. PURPOSE**

- 1.1. ~~1.1. Texas Government Code, Section 605.002 has set regulations regarding the working hours of regular, full-time staff employees. This administrative memorandum provides direction for scheduling work~~ and work locations ~~to accomplish service goals and operational efficiency. Texas Government Code, Section 658.05.002 has set provisions~~ regulations regarding the working hours for full-time salaried of regular, full-time state ~~employees that apply to faculty and staff. Texas Government Code, Section 658.010 has regulations~~ provisions regarding where work can be performed by state employees that apply to faculty and staff. This policy and these laws apply to faculty and staff.
- 1.2. This policy supports federal and state of Texas law ~~and State of Texas regulations~~ and applies to all employees of the University of Houston System, including faculty and staff.

**2. POLICY**

- 2.1. Management is responsible for the enforcement of this policy and for ensuring that decisions regarding work schedules, work locations, and work privileges are fair and equitable. The policy of the University of Houston System and its Universities is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, sex (including gender and pregnancy), sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law. For the UH System's Official Non-Discrimination Statement, see SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement.
- 2.2. Hours of Work
- A.2.2.1. Full-time salaried ~~Regular, full-time staff~~ employees are required to work a minimum of 40 hours per week unless in paid leave status.

2.2.2. ~~2.3.~~ Part-time and temporary employees are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their position. Such hours of work shall be consistent with the FTE of the position.

2.2.3~~2.4.~~ The normal office hours of the Universities and System ~~administration~~ shall be 8:00 a.m. to 5:00 p.m. Monday through Friday as documented in [Texas Government Code, Section 658.005](#). These shall be the regular hours of work for full-time [salaried](#) employees, except those employed by departments with functions that preclude an 8:00 a.m. to 5:00 p.m. Monday through Friday work schedule. The work schedules of employees in some positions may be adjusted as necessary to provide maximum operational efficiency.

When the respective University President or designee deems it necessary or advisable, offices may be kept open during other hours and on other days, but the time worked under this provision counts towards the required 40 hours per week.

2.2.4~~2.5.~~ Universities are allowed to stagger normal work hours of their personnel in a manner consistent with federal and state regulations and in the interest of traffic regulations, public safety, environmental concerns, and the approved work-related preferences of employees, as long as the ~~U~~niversity remains open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

2.2.5~~2.6.~~ [Texas Government Code, Section 658.005](#) requires that a state agency remain open during the noon hour each working day with at least one person on duty to accept calls, receive visitors, or transact business.

2.2.6~~2.7.~~ Per [Texas Government Code, Section 658.008](#), 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 by the employee.

### 2.3. Work Locations

2.3.1. [Texas Government Code, Section 658.010](#) requires state employees to conduct University-related work at their regular or assigned place of employment during normal office hours unless one of the following conditions is met:

- i. Travel: The employee is travelling for University-related business; or
- ii. Prior Authorization: The employee has received prior written authorization from the responsible vice president to perform work elsewhere.

2.3.2. The regular or assigned place of employment is in the sState of Texas, physically present at the Uuniversity campus. The alternate work location authorized by the responsible vice president must be located in the sState of Texas and also must be reasonably close enough to the Uuniversity campus so, if necessary, the employee can be physically present at their regularly assigned place of employment on the same day as needed.

2.3.3. The Chancellor must approve any alternate work location outside of the sState of Texas and approval will only be considered in cases where the employee's essential job duties and responsibilities can only be accomplished by the employee working outside the sState of Texas.

3. POLICY PROVISIONS

- 3.1. The working hours of certain ~~employees~~~~members of the staff~~ may vary, depending on the position held or the approved work-related preferences of the employee.
- 3.2. Some ~~employees~~~~staff positions~~ require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for personnel employed in those positions. However, whenever practical, employees should receive reasonable notice when a department makes significant changes in work schedules or establishes a requirement to work in excess of 40 hours per week on a regular or recurring basis. This requirement does not apply to emergency situations when management could not be reasonably expected to anticipate the emergency situation.
- 3.3. An employee who has been informed that their position is subject to emergency call duty and who subsequently fails to report when called for such duty may be subject to discipline and dismissal procedures, unless the employee provides an acceptable reason for the failure to report.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor, Human Resources

Review: Every five years

5. APPROVAL

Approved: ~~/Raymond Bartlett/~~  
Senior Vice Chancellor for Administration and Finance

~~/Renu Khator/~~  
Chancellor

Date: December 26, 2023