WORKING HOURS AND REST PERIODS

A. Purpose

The purpose of this policy is to establish working hours and to provide for rest periods (breaks) at The University of Texas-Pan American.

B. Persons Affected

This policy applies to staff employees of the University. It does not apply to faculty.

C. Policy

The policy of the University is:

1. Work schedules for staff employees are set according to the normal administrative operating hours of the University: from 8:00 a.m. to 5:00 p.m., Monday through Friday, with a 1-hour lunch period. However, with the approval of the divisional head or the President, work schedules for staff employees in certain departments may vary depending on the business needs of the University.

2. The workweek for employees of the University begins at 12:01 a.m. each Monday.

3. One 15-minute rest period (break) is permitted during the first 4 hours of a normal workday and another during the last four hours.

    a. If taking a break interferes with the performance of an employee's immediate responsibilities or the efficiency of the department, the employee may be required to work continuously without a break.

    b. Break time is considered working time for purposes of pay. If a break is not permitted, an employee is not entitled to additional compensation or compensatory time off because he or she did not take a break.

    c. Breaks may not be used to extend the lunch period, to delay starting time or to leave early nor may they be accumulated to provide for a prolonged time off period.

    d. Part-time employees may be permitted to take a break during any work sessions of three hours or more.

WORKING HOURS AND REST PERIODS

D. Definitions

1. *Staff Employee*. An employee of the University whose position is not held by faculty appointment.

2. *Workday*. A 24-hour period beginning at 12:01 a.m. and ending the next 12:01 a.m.

3. *Workweek*. A fixed and recurring period of seven consecutive workdays, which begins at 12:01 a.m. each Monday.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs, and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources-Senior Reviewer
2. Staff Senate Chair