

Work Schedules

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Sponsoring Department: Human Resources

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Contents

- I. Workweek
 - II. Hours of Work
 - III. Lunch Break
 - IV. Rest Periods/Coffee Breaks
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I. **Workweek**

The official workweek at the University is from Monday through the following Sunday.

II. **Hours of Work**

The established regular hours of work for full time employment, including Faculty, Faculty Associates, and Administrative Professional (Non-teaching) personnel, shall be forty hours per week.

- A. University 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.
- B. Departments may stagger the workday of their personnel. All departments shall maintain the eight-hour day and forty-hour week.
- C. Departments who have work schedules other than the traditional 8:00 a.m. to 5:00 p.m. will ensure that employees working these schedules observe the equivalent number of holidays each year as employees working normal office hours.

III. **Lunch Break**

Employees normally receive one hour for their lunch period. Each department may make its own arrangements for scheduling lunch periods. It is recommended that part-time employees working eight hours in any given day take a one-hour lunch break.

IV. Rest Periods/Coffee Breaks

A rest period of not more than fifteen minutes during the first half of a regular workday and not more than fifteen minutes during the second half of a regular workday is a privilege given to full time employees. Part time employees who are scheduled to work four or more hours but less than a full day will be afforded the privilege of one fifteen minute rest period. Ordinarily, rest periods occur between 9 and 11 a.m. and 2 and 4 p.m. Since rest periods are a privilege and not a right, they cannot be accumulated for use at a later date nor used to shorten the regular workday. Unusual work problems may temporarily restrict use of rest periods. Supervisors should resolve these problems as soon as possible so that restrictions are kept to a minimum. In all instances, the granting of rest periods is subject to the workload demands of the organizational unit.