

Handbook of Operating Procedures

STAFF WORK HOURS AND REST PERIODS

A. Purpose

The purpose of this policy is to establish working hours and rules for rest periods (breaks) at The University of Texas Rio Grande Valley (UTRGV).

B. Persons Affected

This policy applies to all exempt and non-exempt staff employees of The University of Texas Rio Grande Valley. It does not apply to employees holding a faculty appointment.

C. Definitions

1. Staff Employee - An employee of UTRGV 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. on Monday through 12 midnight on the following Sunday.

D. Policy

The policy of UTRGV is:

1. Work schedules for staff employees are set according to the normal administrative operating hours of UTRGV: from 8:00 a.m. to 5:00 p.m., Monday through Friday, generally with a 1-hour lunch period.
 - a. Supervisors may permit or require shorter periods for lunch, at least 30 minutes, based on operational needs.
 - b. Employees who are permitted or required to take shorter lunch periods will be given appropriate compensation or compensatory time off, as applicable under UTRGV policies.
 - c. Work schedules for staff employees in certain departments may vary depending on the operational needs of UTRGV. If this need arises, approval of the divisional head is required.
2. The workweek for employees of the University begins at 12:01 a.m. each Monday.

3. Supervisors or managers may permit one 15 minute rest period (break) 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. Supervisors or managers may permit part-time employees to take a break during any work sessions of three hours or more.

E. Procedures

Not Applicable.

F. Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)

Texas Government Code Chapter 658, Hours of Labor

Fair Labor Standards Act

G. Dates Reviewed or Amended

Reviewed and amended (non-substantive: updated responsible executive) - May 9, 2022.