

33.06 Hours of Work for Full-time Salaried Employees



Revised [September 1, 2016](#) (MO -2016)
Next Scheduled Review: September 1, 2021
Click to view [Revision History](#).

Policy Statement

The work hours required for full-time salaried employees of The Texas A&M University System (system) shall be scheduled in accordance with this policy.

Reason for Policy

This policy defines the minimum number of work hours for certain employees and establishes standardized work schedule parameters for all system employees.

Procedures and Responsibilities

1. GENERAL

System employees who are paid on a full-time salary basis shall work a minimum of 40 hours a week. An employee who is exempt under the Fair Labor Standards Act must maintain either a 40-hour workweek or, if approved, an 80-hour schedule over two consecutive workweeks. The working hours of certain members of the faculty or staff may vary, depending upon the position held. Some full-time salaried positions require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for employees in these positions. Within the limitations of applicable law, the chancellor may approve exceptions to the minimum length of the workweek and the maximum length of a workday in order to achieve and maintain operational efficiency.

2. HOURS OF WORK

Normal office hours are 8 a.m. to 5 p.m., Monday through Friday, with one hour off for lunch. Major offices of each member, as designated by the chief executive officer (CEO), shall be open during the noon hour with at least one person on duty to accept calls, receive visitors, or transact business. The work schedule of such departments or units shall be prescribed by the member CEO or designee.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code Ch. 658](#)

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

System Offices Human Resources
(979) 458-6169