**Policy Content**

The established regular hours of work comprising full-time employment for a classified staff employee of the University shall be forty (40) hours per week. The established University standard work week for classified employees begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.

Offices shall generally be open during the hours from 8:00 a.m. to 5:00 p.m. Monday through Friday, except on official University holidays. Changes in this schedule must have prior approval from the appropriate administrative official.

a. Web time entry or time cards must be completed daily for all non-exempt classified employees. The time of arrival and departure must be accurately recorded, otherwise, this constitutes falsifying time.

b. Every employee is expected to regulate his/her arrival and departure times to ensure that established work schedules are maintained. The employee’s supervisor is responsible for controlling tardiness, early departures from the job, and other unauthorized absences.

The Director or Chair of a department may temporarily adjust the work schedule of any employee or group of employees under his/her supervision to provide for a variety of daily hours during peak work periods or to provide for extra services outside normal working hours so long as such adjustments do not result in requiring a regular work week of either less or more than forty (40) hours per week for a full time classified employee. Any requests for flex time must be submitted to the appropriate Vice President for approval.

Workload permitting, break periods of approximately fifteen (15) minutes may be authorized by the supervisor in mid-morning and mid-afternoon. Break times which are not taken by the employee may not be accumulated as compensatory time.

Any classified employee required to work and who actually works on an official University holiday or on Easter Sunday (not a recognized University holiday) shall be entitled to double pay for those hours.
worked up to eight (8) hours. All hours worked in excess of eight (8) hours will be paid at the standard rate or as overtime, if applicable. In lieu of holiday pay, an employee may take his/her next regularly scheduled workday off (with supervisory approval).

Departments which require classified employees to work shifts may compensate such employees with a shift differential. Payment of shift differential must be approved by the appropriate Vice-President and the President via the normal annual budgetary process.

Non-exempt classified employees are governed by the Texas Pay Day Act (1989) and are paid biweekly as required by this legislation.

Trinity provides “reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Trinity will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. For further information, please contact Human Resources.

**Revision Management**

**Revision History Log:**

<table>
<thead>
<tr>
<th>Revision #:</th>
<th>Date:</th>
<th>Recorded By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>v1.0</td>
<td>8/15/2019 6:33 PM</td>
<td>Kelleebeth Cantu</td>
</tr>
</tbody>
</table>

**Vice President Approval:**

Enter Vice President(s) that are responsible for approving this document

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Logan</td>
<td>Vice President for Finance &amp; Administration</td>
</tr>
</tbody>
</table>