

| Institutional Handbook of Operating Procedures Policy 03.01.07 | |
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| Section: Human Resources | Responsible Vice President: Vice President and Chief Human Resources Officer |
| Subject: Employee Relations | Responsible Entity: Human Resources |

I. Title

Work Schedules and Work Week

II. Policy

The University of Texas Medical Branch at Galveston (“UTMB”) strives to be an employer of choice by providing work-life balance to promote the health and well-being for all employees, whether working on-site or remotely. It is understood that each department must establish work schedules commensurate with the service provided and maintains the right to assign or change work schedules based on operational needs.

UTMB, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

III. Procedure

A. Work Schedules

1. The standard business day at UTMB is 8:00 a.m. to 5:00 p.m., and the standard business week is Monday through Friday. For payroll purposes, the work week runs from 12:00 a.m. Saturday to 11:59 p.m. Friday. However, as an academic institution with direct patient care responsibilities, some departments are required to maintain varied work schedules to meet the needs of their customers and the university.
2. A shift may begin at any hour of the day and may last as long as 24 hours during an emergency situation; work schedules may vary among employees during emergency situations.
3. Departments are encouraged to allow flexible work schedules that will help employees maintain work life balance and accommodate an employee’s religious observations, if it is possible to do so while meeting the department’s responsibility and mission.

B. Flexible Work Schedule

Flexible work schedules are allowed at the discretion of the entity and/or department or program to meet business needs. Flexible schedules may include working from alternate worksites and/or telecommuting.

Examples are:

- 7:30 a.m. – 4:30 p.m.
- 8:30 a.m. – 5:30 p.m.
- 9:00 a.m. – 6:00 p.m.
- Four (10) hour days in a work week

Flexible schedules include the flexing of the lunch hour with prior supervisor approval.

C. Meal Periods

1. Any employee working six or more hours per day must be granted one meal period of 30 to 60 minutes.
2. During this time, employees are relieved of all work duties and are not paid.
3. With supervisory approval and based on workloads, employees will be paid for all time worked if workloads prevent granting a meal period on a particular day.
4. If workloads allow, departments may schedule break periods of up to 15 minutes for every four hours worked per day. Such break periods are considered time worked, and employees will be paid for such time.
5. Nursing mothers are allowed to leave their work areas to go to a private space to address lactation needs with advance approval from their supervisor.
6. Breaks that are forfeited either voluntarily or involuntarily will not be used for compensatory time.
7. All Correctional Managed Care employees are allowed to take breaks only in designated areas of the facility.

IV. Related UTMB Policies and Procedures

[IHOP - 03.01.03 - Telecommuting \(Alternate Work Site\)](#)

[IHOP - 03.04.05 - Overtime](#)

[IHOP - 03.04.06 - Shift Differential](#)

[IHOP - 03.04.08 - Compensation Practices for Non-Exempt Employees](#)

[IHOP - 04.01.04 - Time and Attendance Reporting](#)

V. Dates Approved or Amended

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| <i>Originated: 02/13/1992</i> | |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| 08/02/2005 | 11/18/2016 |
| 02/27/25 | 10/03/2019 |
| | 01/20/2023 |

VI. Contact Information

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