

UAM OPERATING PROCEDURE 210.1

OFFICE HOURS

The University of Arkansas at Monticello operates an eight-hour daily work period, Monday through Friday, except on official University holidays or administrative closings. During this time, all administrative and staff personnel are expected to be on campus unless away on official University business or approved leave.

Normal work hours at the University begin at 8:00 a.m. and end at 4:30 p.m. except during designated summers. If the Executive Council designates special summer hours, the schedule will be communicated to all employees. Staff employees receive a thirty-minute lunch period which is scheduled to enable all administrative offices to remain open during the lunch break.

Units/departments with work duties requiring different hours may vary from the routine schedule of office hours.

Revised: July 1, 2011
January 1, 1980