

**OFFICE OF THE CHANCELLOR**  
University of New Orleans

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Administrative Policy &  
Procedure (AP) 5.1 (Amended)  
Effective Date 6/11/92

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**SUBJECT:** Office Hours

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**PURPOSE**

To establish regular working hours for employees in administrative offices on campus.

**DEFINITIONS**

Administrative office refers to all of the following:

All departments reporting directly to the Chancellor (including Vice Chancellors' Offices);

All departments reporting to the Vice Chancellor for Business Affairs;

All departments reporting to the Vice Chancellor for Academic and Student Affairs;

All departments reporting to the Vice Chancellor for Research;

All departments reporting to the Vice Chancellor for University Relations;

All offices of academic deans and directors;

All academic and non-academic departmental offices.

**GENERAL POLICY**

The normal on-campus workweek for all employees other than teaching faculty is forty hours. Deviations from the regular workweek established by this document are permissible as provided herein.

**AUTHORITY**

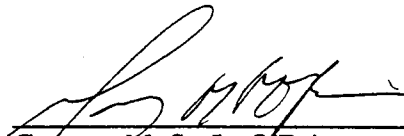
Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

This document supersedes Chancellor's Memorandum, CM-11, which is rescinded.

PROCEDURE

1. Regular working hours:  
Monday through Friday - 8:00 a.m. until Noon;  
12:30 p.m. until 4:30 p.m.
  2. Exceptions to regular hours:
    - a) Large departments are encouraged to stagger lunch periods by using 12:30 p.m. to 1:00 p.m as an alternate.
    - b) With the approval of the appropriate vice chancellor, departments rendering service before or after regular hours are authorized to establish alternative eight hour work schedules.
  3. Authorized rest periods:
    - a) The lunch period is designated as one-half hour.
    - b) Coffee breaks are designated as fifteen minutes. The coffee break is a privilege, not a right.
- NOTE: A coffee break may not be combined with a lunch period to extend the latter.
4. Authorized absences for educational classes in accordance with PM-24:

Under the provisions of PM-24, a full-time employee may be allowed to enroll in classes not involving more than three (3) hours of absence from work during the week. Neither lunch period nor coffee breaks may be used as a means to permit a full-time employee more than three (3) hours of absence from work during the week to attend classes. PM-24 is interpreted to mean that employees are permitted a maximum of three (3) hours absence in an entire workweek to attend classes. Full-time employees who wish to schedule additional classes may do so during the evening hours.

  
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Gregory M. St. L. O'Brien  
Chancellor