



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 7, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. 10-62
Distributed via Campus Email

MEMO TO: All Faculty & Staff

FROM: Mary Lee Hodge
Senior Vice President for Business Affairs

RE: Summer 2010 Schedule and Dress Code

As has been the case for the last couple of years, Prairie View A&M University is taking steps to reduce its utility usage this summer. Accordingly, we ask that all employees turn off their computers, monitors, lights, etc. whenever they leave their offices. In connection with allowing for a more casual summer dress code (described below), we will raise the temperature slightly in all buildings. Lastly, we will implement an alternate work schedule from May 10, 2010 through August 13, 2010. All offices, except for the areas described below, will work from 7:30 a.m. – 5:00 p.m. on Monday-Thursday, and 8:00 a.m. – 12:00 noon on Fridays. Lunch times on Monday-Thursday will be reduced to ½ hour each day. Full-time employees will be required to work this revised schedule so that they maintain a 40-hour work week. Part-time employee schedules will be adjusted within the unit to ensure that unit workloads are met.

Class times will not be affected by this mandate, but classes will be consolidated into a fewer number of buildings. Generally, units that support our enrolled students and units that serve potential students will need to maintain normal summer operating hours. Therefore, units in the following locations will work a normal schedule, and other units are asked to ensure that workloads are managed so that they can operate within the schedule listed above.

Areas Working a Normal Schedule

A.I. Thomas Administration Building (Skeleton Crew Staffing on Friday afternoons)
General Computer Labs in the Library & Farrell Hall
Health Center
Hilliard Hall-Telephone Switchboard and KPVU
Information Center
Library
Memorial Student Center including Student Enrollment Management Offices
Northwest Campus
Power Plant
Public Safety
Registrar's Office (Evans Hall)
Recruitment (Evans Hall)

The summer business-casual dress code will also begin May 10, 2010 and end August 13, 2010. Business-casual is acceptable dress whenever it is appropriate for responsibilities and the schedule for the day.

Acceptable business casual dress includes:

Men: Collared shirts, slacks.

Women: Casual dresses, skirts, slacks, pantsuits.

Unacceptable attire:

Men: Including student workers - Jeans, shirts that do not cover the person's torso, tennis shoes, athletic attire, collar-less T-shirts and shorts.

Women: Including student workers - Jeans, shirts that do not cover the person's torso, tennis shoes, athletic attire, collar-less T-Shirts, and shorts.

Our appearance is a reflection of our professionalism, so if we are to continue the summer schedule and business-casual dress code, we must exercise good judgment and discretion in the selection of our attire. Any person coming to work dressed inappropriately will be instructed to return home (on his/her own time) to change to more appropriate attire.

Prairie View A&M University will return to a normal work schedule effective August 16, 2010. It is our hope, that with everyone working together, we can again reduce the unfavorable utility variance by 10% with these actions. Questions regarding these items should be directed to me at 936-261-2150.

MLH/jn

xc: Chancellor Mike McKinney
President George C. Wright