



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 11, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-51

Delivered via Campus Email

To: All Employees and Students

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Summer 2007 Work Schedule and Dress Code

To keep all costs low, Prairie View A&M University is taking steps to reduce its utility usage this summer. We ask that all employees turn off their computers, monitors, lights, etc. whenever they leave their offices. In connection with the normal summer dress change (described below), we will be raising the temperature slightly in all buildings. Lastly, we will implement an alternate work schedule from May 14, 2007 through August 11, 2007. 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 should be adjusted within the unit to ensure that unit work loads are met.

In general, units that support our enrolled students and units that serve potential students will need to maintain normal operating hours. Therefore, units in the following locations will work a normal schedule.

- A.I. Thomas Administration Building (Skeleton Crew Staffing on Friday afternoons)
- Auxiliary Services
- General Computer Labs in the Library, Farrell Hall, MSC
- Delco-Graduate School
- Harrington Science-First Floor Only
- Health Center
- Hilliard Hall-Telephone Switchboard and KPVU
- Information Center
- Library
- Memorial Student Center including Student Enrollment Management and Financial Aid Offices
- New Science Building (Academic Offices will close at noon on Friday)
- Northwest Campus
- Power Plant
- Public Safety
- S.R. Collins-First Floor Only
- W.R. Banks-First Floor Only

Class times will not be affected by this mandate, but classes are being consolidated into a fewer number of buildings. Academic units will be contacted regarding room reassignments as soon as the reassignment process is complete.

(Continued on Page 2)

The summer business-casual dress code will also begin May 14, 2007 and end August 11, 2007. Business-casual is acceptable dress whenever it is appropriate for responsibilities and schedule for the day. Acceptable business-casual dress includes:

Men: Collared shirts, slacks (wearing of jeans will not be permitted for any employee working in an office environment, including student workers. Any person coming to work dressed inappropriately will be instructed to return home [on their own time] to change into more appropriate dress.) Tennis shoes, athletic attire, collar-less T-shirts and shorts are unacceptable attire.

Women: Casual dresses, skirts, slacks, pantsuits (wearing of jeans will not be permitted for any employee working in an office environment, including student workers. Any person coming to work dressed inappropriately will be instructed to return home [on their own time] to change into more appropriate dress.) Tennis shoes, athletic attire, collar-less T-shirts and shorts are unacceptable attire.

Our appearance is a reflection of our professionalism, so if we are to continue the summer business-casual schedule, we must exercise good judgment and discretion in the selection of our attire.

Prairie View A&M University will return to a normal work and business attire schedule effective August 13, 2007. It is our hope that, with everyone working together, we can again reduce the unfavorable utility variance by 10% with these actions. Questions about these items should be directed to me at 936-261-2150.