



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 5, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. 08-48

Delivered via Campus Email

MEMO TO: All Faculty, Staff, and Employees

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: Summer 2008 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 12, 2008 through August 15, 2008. 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 work loads are met.

Class times will not be affected by this mandate, but classes are being 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 summer schedule, and other units are asked to ensure they manage their workload 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, MSC
Delco-Graduate School
Health Center
Hilliard Hall-Telephone Switchboard and KPVU
Information Center
Library
Memorial Student Center including Student Enrollment Management Offices
Dallas and Northwest Campuses
Power Plant
Public Safety

The summer business-casual dress code will also begin May 12, 2008 and end August 15, 2008, Business-casual is acceptable dress whenever it is appropriate for responsibilities and the schedule for the day, Acceptable business casual dress includes:

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Men: Collared shirts, slacks. Unacceptable attire (including student workers)=Jeans, shirts that do not cover the person's torso, tennis shoes, athletic attire, collar-less T-shirts and shorts.

Women: Casual dresses, skirts, slacks, pantsuits. Unacceptable attire (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 business-casual schedule and 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 in to more appropriate attire.

Prairie View A&M University will return to a normal work schedule effective August 18, 2008. 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.

xc: President George C. Wright