



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 15, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. 09-79

Delivered via Campus Email

MEMO TO: All Faculty & Staff

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: **REMINDER** - Summer 2009 Schedule and Dress Code

This is a reminder that our alternate work schedule starts May 18, 2009. Therefore, effective Monday, May 18, 2009 through August 14, 2009 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 of 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 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 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
Health Center
Hilliard Hall-Telephone Switchboard and KPVU
Information Center
Library
Memorial Student Center including Student Enrollment Management Offices
Northwest Campuses
Power Plant
Public Safety
Registrar's Office (Evans Hall)
Recruitment (Evans Hall)

The summer business-casual dress code will also begin May 18, 2009 and end August 14, 2009. 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 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 17, 2009.

If there are any questions about these items, please feel free to contact to me at 936-261-2150.

MLH/cpc

xc: President George C. Wright