



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 22, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM 06-26

Distributed via Campus Email

MEMO TO: All Employees and Students

FROM: Mary Lee Hodge, Vice President for Business Affairs *MLH*

RE: Summer Work Schedule

Due to much higher than anticipated utility costs, 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 summer dress change, we are raising the temperature slightly in all buildings. Lastly, we will implement an alternate work schedule from May 30, 2006 through August 12, 2006. 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 KPVV
- Information Center
- Library
- Memorial Student Center including Student Enrollment Management Offices
- New Science Building (Academic Offices will close at noon on Friday)
- Northwest Campus
- Power Plant
- Public Safety
- S.R. Collins-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.

Prairie View A&M University will return to a normal work schedule effective August 14, 2006. It is our hope that, with everyone working together, we can reduce the unfavorable utility various by 10% with these actions. Questions about this alternate schedule should be directed to Fred Washington or me at X2952.