



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 20, 2021

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. 21-31

Distributed via Campus Email

To: Faculty and Staff

From: Cynthia A. Carter-Horn 
Senior Vice President for Business Affairs

Re: Summer 2021 – Alternate Summer Work Schedule and Dress Code

The alternate summer work schedule has been approved for summer 2021. The alternate work schedule will begin May 16, 2021 and extend through August 14, 2021. All offices, except for the areas described below, will work from 7:30 a.m. – 5:00 p.m. Monday-Thursday (with a 30-minute lunch), and 8:00 a.m. -12:00 p.m. (noon) on Friday. Full-time employees will be required to work this revised schedule to maintain a 40-hour workweek. Part-time employee schedules will be adjusted within the unit to ensure that unit workloads are met.

Generally, 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, 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

General Computer Labs in the Library
Health Center
KPVU
Information Center
Library
Memorial Student Center
Physical Plant and Central Utility Plant
University Police Department
Registrar's Office
Recruitment
Student Enrollment Management Offices

The summer business-casual dress code will also begin May 16, 2021, and end August 14, 2021. Business-casual is an acceptable dress whenever appropriate for responsibilities and the schedule of the day.

Acceptable business casual dress includes:

Men: Collared shirts, slacks.

Women: Casual dresses, skirts, slacks, pantsuits

Unacceptable attire:

Men/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 one reflection of our professionalism; 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 into more appropriate attire.

Prairie View A&M University will return to a normal work schedule beginning Monday, **August 16, 2021**.

xc: Ruth Simmons, President