



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 17, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. 14-53
Distributed via Campus Email

To: Faculty and Staff

From: Corey S. Bradford 
Senior Vice President for Business Affairs

Re: Summer 2014 – Alternate Summer Work Schedule and Dress Code

The alternate summer work schedule has been approved for summer 2014. As has been the case for the last couple of years, Prairie View A&M University is taking steps to reduce its utilities usage during the 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 we will raise the temperature slightly in all buildings and implement an alternate summer schedule. The alternate work schedule will be implemented from May 15, 2014 through August 13, 2014. All offices, except for the areas described below, will work from 7:30 a.m. – 5:00 p.m. on Monday-Thursday, and from 8:00 a.m. -12:00 noon on Fridays. Lunch hour on Monday-Thursday will be reduced ½ hour each day. Full-time employees will be required to work this revised schedule so that a 40-hour work week is maintained. Part-time employee schedules will be adjusted within the unit to ensure that unit workloads are met.

Class time will not be affected by this mandate, but the 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 that workloads are managed so that they can operate within the schedule listed above.

A reminder to all Department Administrators and Managers, you will need to change your employee work schedule in TimeTraQ to show the summer schedule. If you need assistance with TimeTraQ you should contact the Payroll Office.

Areas Working a Normal Schedule

A.I. Thomas Administration Building (Skeleton Crew Staffing on Friday afternoons)
General Computer Labs in the Library & Farrell Hall
Health Center
KPVU
Information Center
Library
Memorial Student Center

Northwest Campus
Power Plant
Public Safety
Registrar's Office
Recruitment
Student Enrollment Management Offices

The summer business-casual dress code will also begin May 15, 2014 and end August 13, 2014. Business-casual is 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 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 into more appropriate attire.

Prairie View A&M University will return to a normal work schedule beginning Thursday, **August 14, 2014**. It is our hope, that with everyone working together, we can again reduce the utility variance by 10 percent.

Questions should be directed to me at csbradford@pvamu.edu 936-261-2150.

xc: President George C. Wright