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- 1.1. This section applies to Lamar University **full-time** staff positions and is issued in accordance with Texas Government Code §658.007. It ***does not*** apply to faculty positions or positions that require student status as a condition of employment.
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## 2. Purpose

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- 2.1. Lamar University makes every effort to create a work environment .h327 g539.76 478.32 0.2ntverr1 (cr)-102 T.09
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- 3.1. Flexible Work Schedule – a work schedule that allows employees to work hours other than the normal operating hours of the university.
- 3.2. Hours Worked – all time spent by a staff member that is primarily for the benefit of the University and is controlled or directed by the University.
- 3.3. Normal operating hours – hours Lamar University is open to conduct essential services per Texas State University System (TSUS) Board of Regents.
- 3.4. Standard Full-Time Workweek – a workweek of not less than 40 hours.
- 3.5. Work Schedule – the employee’s regularly assigned work hours at the primary duty station or approved alternate work location.
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## 4. Flexible Scheduling Provisions

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- 4.1. Supervisors are encouraged to allow flexible work schedules that balance employee’s work-life integration needs and the specific department or program needs. Examples include, but are not limited to the following:
- 7:30 AM to 4:30 PM
  - 8:30 AM to 5:30 PM

