

**MISSISSIPPI STATE UNIVERSITY  
OFFICE HOURS/WORK SCHEDULE  
POLICY AND PROCEDURES**

**PURPOSE:**

To establish regular office operating schedules of the University.

**POLICY:**

Offices are regularly operated on a schedule of 8 a.m. to 5 p.m. Monday through Friday each week except on approved holidays and during other periods designated by University administration. All offices that have multiple office personnel will be expected to be open during the noon hour.

**PROCEDURE:**

Work schedules of individual employees will be determined by the department/unit head. Flexible work schedules may be adopted by the department/unit head to accommodate departmental needs. Work schedules of non-exempt support staff must be made in compliance with University procedures for Overtime/Compensatory Time [#60-311](#).

**REGULATION/LAW**

Fair Labor Standards Act and state law (**SEC. 25-1-97. State office hours.**)

**REVIEW:**

This policy and procedure will be reviewed by the Director of Human Resources Management at least every four (4) years.

HRM #60-320  
Effective 12/14/87  
Revised 10/16/90  
Revised 10/10/03  
Revised 1/10/07

Recommended by:

/s/ Ann Bell  
Director of Human Resources Management

11-30-06  
Date

/s/ Michael J. McGrevey  
Chief of Staff

12-07-06  
Date

Reviewed by:

/s/ Don Zant  
Director of Internal Audit

12-11-06  
Date

/s/ Charles Guest  
General Counsel

12-19-06  
Date

APPROVED:

/s/ Robert H. Foglesong  
President

01-10-07  
Date