



**POLICY 06:13:00
HOURS WORKED**

Normal working hours for staff are from 8:00 a.m. to 4:30 p.m., Monday through Friday providing for a one-hour lunch period and up to two fifteen-minute breaks, one a.m. and one p.m. as work flow permits. Alternate work hours must be scheduled in a manner consistent with workload demands as determined by the immediate supervisor.

Source: TBR Policy No. 05:01:00:00
TBR Guideline No. P-020
Approved: Executive Council, March 4, 1991
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Approved: President Allen G. Edwards, February 26, 1998
Approved: President Allen G. Edwards, October 22, 2001
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Approved: President Allen G. Edwards, October 9, 2006
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