



**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
Editorial Changes, April 23, 1993
Approved: President Allen G. Edwards, February 26, 1998
Approved: President Allen G. Edwards, October 22, 2001
Reviewed: President's Staff, October 9, 2006
Approved: President Allen G. Edwards, October 9, 2006
Reviewed/no changes, October 31, 2011
Approved by President L. Anthony Wise, Jr. October 31, 2011
Reviewed/Recommended: President's Council, March 28, 2016
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Editorial Change: May 24, 2018
Reviewed/Recommended: President's Council, April 12, 2021
Approved: President L. Anthony Wise., Jr., April 12, 2021