

Chapter 21

Working Hours

Section 1. General Provisions

ART. 215. Full-time members of the faculty and employees of the University shall be on duty on a minimum of forty hours during each week in accordance with a time schedule to be approved by the President; Provided, however, That in the Conservatory of Music and in the School of Fine Arts and Architecture, a minimum of 24 hours a week may be allowed to the members of the faculty who are not performing administrative duties, but the Director may require additional hours of duty when in his opinion the interests of the college so require.

ART. 216. Except in the College of Medicine where the time required shall be in accordance with the exigencies of the service, part-time service calls for the following:

a. At least four hours of service each working day in case there are five working days a week.

b. At least 3 1/3 hours of service from Monday through Friday and at least 2 1/2 hours of service on Saturday in case there are six working days a week.

ART. 217. When the interests of the university service so require, the head of any office may request the proper authorities to extend the daily hours of labor for any or all of the employees under him, and may likewise require any or all of them to do overtime work not only on work-days but also on holidays.

Sec. 2. Service Report.

ART. 218. Members of the academic staff shall accomplish a certificate of service which shall be submitted, through the Dean or Director, to the Secretary of the University on each pay day, but those whose salaries are paid by the hour shall accomplish the daily time record.