

## 14.05 – Administrative Office Hours<sup>v051019</sup>

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Subject to exceptions as authorized by the campus president, all NMSU administrative offices will remain open to serve constituents during the standard business hours of Monday through Friday from 8 a.m. to 5 p.m., with an optional closure of offices from 12 noon to 1 p.m. for the lunch break. Most offices will close on Saturday and Sunday and recognized holidays, except as needed to meet NMSU operational needs. Any exception approved by a campus president must be approved by the chancellor.

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Current Rule:

### 6.85 – Standard Administrative Office Hours

- A. As a general rule, individual work schedules will conform to the public hours of 8 a.m. to 5 p.m., Monday through Friday. Some offices close from 12 noon to 1 p.m. for lunch. Most offices are closed on Saturday and Sunday, except on special occasions and as required by the executive vice president and provost; the appropriate dean or vice president; or in support of distance education offerings, the director of distance education.
- B. With the approval of the appropriate dean or vice president and the executive vice president and provost, departments may establish alternate work schedules if it is determined they better meet the needs of the clientele and/or better serve the needs of an individual employee without adversely affecting the clientele. Alternate work schedules are to be of a semi-permanent nature (e.g., 1 semester at a time, 1 academic year at a time, etc.). All requests and subsequent approval or denial of alternate work schedules are to be in written form. The requirements of some job positions will be not be conducive to an alternate work schedule.
- C. All nonexempt full-time personnel who are paid an annual salary on a monthly or bi-monthly basis shall be required to work 40 hours per week. (See also [ARP 7.20 Staff Overtime Pay or Compensatory Time](#))