The University of Texas at Austin · CPFM · Employee Policy Manual

**Hours of Work**

All employees are reminded that the work we do requires our full attention and diligent efforts for us to carry out our mission. To this end, all employees will:

1. Report to work on time. Tardiness will be charged to vacation time and rounded off to the nearest quarter hour, as per CPFM policy. If you are going to be more than a few minutes late, you must call in and personally inform your supervisor or designated representative as soon as possible. Supervisors will keep records of tardiness and take appropriate action to ensure that tardiness does not become excessive.

   Calls made to other employees in the shop, or messages left on voicemail are not appropriate unless previously approved as an acceptable practice by your supervisor.

   It is at the discretion of the assistant/associate director of how to call in to be late or absent. Please talk with your supervisor about your section’s policy.

2. Report unscheduled absences promptly to your supervisor. Follow your section procedure to report being absent.

3. Stay on the job site during working hours except for rest periods and authorized absences.

4. Leave jobs only at such time as to arrive at the shop or headquarters at quitting time. Additional time needed for shop cleanup should be approved by your supervisor on a case-by-case basis. Your supervisor may ask you to complete end-of-the-day procedures.

5. Do not extend the 30-minute lunch break to allow for travel time.

If you arrive early out of employee convenience, do not report to your work site and do not begin performing any type of work until you are scheduled to begin.