

**Sam Houston State University**  
**A Member of The Texas State University System**

**President's Office Policy PRE-14**

**OFFICE HOURS**

All administrative offices shall remain open from 8:00 a.m. until 5:00 p.m., Monday through Friday, except for designated holidays. Offices may be open beyond the normal schedule as required by individual departmental needs. Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business. Exceptions may be made by the division Vice President where it is not practical to stay open during the noon hour.

Reviewed by: Kathy Gilcrease, Chief of Staff  
Date: July 2016