



**SOUTHEASTERN**

**L O U I S I A N A U N I V E R S I T Y**

## **Office Hours**

This policy applies to Resident Assistants only.

### **WORK HOURS**

Work hours will be determined by the director. Daily and weekly schedules may be changed from time to time at the discretion of the director to meet the varying conditions and class schedules that are part of the University environment.

### **WORK BREAKS**

Each employee who works four consecutive hours may be granted a 15-minute paid work break or rest period. When working with a customer, the employee is to complete that transaction before taking a break. Employees should not leave a customer waiting by going on break.

### **TIMEKEEPING**

Southeastern Louisiana University is currently on a web-based timekeeping system. Resident assistants are not required to clock in and out.

Every paid employee at the University is required to certify their timesheet electronically.