

## SECTION E-6

### OFFICE PROCEDURES

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1) Standard Work Day

Regular, full-time staff employees are required to work a minimum of 40 hours per week unless in paid leave status (SAM 02.A.20 – Hours of Work). Regular working schedules are one of the following: 7:30 AM – 4:30 PM; 8:00 AM – 5:00 PM; or 8:30 AM – 5:30 PM, with a one hour lunch break. Core office hours are from 8:00 AM to 5:00 PM. Flexible scheduling can be arranged with the approval of the Chief Audit Executive and Executive Director. Staff members complete the Flexible Work Hours Request Form indicating their standard working hours and submit the form to the Executive Director and Chief Audit Executive for approval. While working in the field, working hours should conform to those of the location being audited.

2) Staff Sign Out

When leaving the office, everyone should inform the staff by email where they will be working, the approximate time of their return, and how they can be reached should an emergency arise whereby it would be necessary to contact you.

3) Absenteeism

Those individuals absent due to sickness or other reasons not cleared in advance should contact the Executive Director or Chief Audit Executive as soon as possible and explain the reason. As appropriate, contact the Office daily to provide an update of your condition. Upon returning to work, enter your leave hours into the Time Reporting and Absence Management System for approval.

4) Vacation Time

Requests for vacation leave should be submitted as far in advance as possible. All requests for vacation leave must be approved by the Executive Director or the Chief Audit Executive. Staff members must also coordinate their leave with the Auditor-in-Charge of their work assignments during the requested vacation period. Staff members should enter vacation time into the Time Reporting and Absence Management System for approval.

5) Holidays

Holiday policy will be observed in accordance with the UH Holiday Schedule, which is located on the Human Resources website.

6) Educational Programs

The University of Houston offers several programs to assist with higher education, including time off to attend courses and scholarship programs. Details of these programs can be found in MAPP 02.06.01 – Staff Training and Development and MAPP 02.06.02 – Staff Tuition Scholarship Program. In addition, competitive scholarships are offered through various organizations, such as the Staff Council and the Association of College and University Auditors.

7) Audit Expenses

All expenses should be approved in advance by the Chief Audit Executive or Executive Director and coordinated with the Executive Administrative Assistant to help ensure that the procurement and travel cards are used when possible. Out-of-pocket expenses should be submitted with appropriate receipts to the Executive Administrative Assistant for processing as soon as possible after the expense is incurred. The University of Houston System tax exempt forms for sales and hotel occupancy taxes can be found on the Division of Finance website, under forms/travel forms.

8) Supplies

Supplies are stored in the cupboards in the main office lobby. If you take the last one of something, please give the empty box to the Executive Administrative Assistant for re-order. Requests for office supplies not in stock can also be emailed to the Executive Administrative Assistant. Catalogs are located in the main office bookshelves if the request is for a new item.

9) Notifications/General Information

General information for the department, including regulatory and policy and procedure changes and computing information, is posted on the bulletin board in the file room or distributed via email or during weekly staff meetings.

10) Office Security

All offices should be maintained in a neat and orderly manner. Offices should be locked during non-working hours and when you will be out for more than a few moments. When leaving your office during the day, lock down the computer (or use a password protected screen saver) and place valuables in a locked desk drawer. Laptop computers should be placed in a locked desk drawer before leaving for the day.

11) Dress Code – (See Exhibit A for Example Pictures)

Personnel of the Internal Auditing Department represent the Board of Regents and key management of all System components. Employee appearance contributes to the culture and reputation of the System. Employees are expected to present themselves in a professional manner that results in a favorable impression. Proper office decorum and personal appearance are essential to carrying out the duties of the Internal Auditing Department.

The Internal Auditing Department will follow a business casual dress code Monday through Thursday with business formal attire enforced for Board of Regents meetings and business professional attire enforced for meetings with Executive level personnel (Associate Vice Presidents and above). Casual dress attire is allowed on Fridays (red is encouraged), except for those with scheduled meetings (dress appropriately for the type of meeting). Personnel should be mindful that occasions may occur in which they would be called into meetings at the last minute and should be dressed appropriately (business formal or business professional) for those meetings (i.e. all personnel must have a change of clothing available for such occurrences). Personnel should also be mindful not to wear colors, patterns or other attire that may be considered distracting to others (i.e. halter tops, low-cut dresses or blouses, shirts with writing, tank tops, bare midriffs, shorts, cut-offs, and the like). Specific dress code requirements include the following:

Business Formal Attire

- Men should wear a conservative colored suit, collared, button-up long-sleeved shirt, and tie (red ties are permitted), with dress shoes (with laces).
- Women should wear a dress or a shirt/blouse (no sleeveless) with full-length dress slacks or a longer skirt (at or below the knee), a suit jacket of conservative colors (red jackets/blouses are permitted), and dress shoes (e.g. flats or pumps).

Business Professional Attire

- Men should wear dress slacks (no khakis) and a suit jacket or sport coat with a collared, button-up long-sleeved shirt, and tie, with dress shoes (with or without laces).
- Women should wear a dress or a shirt/blouse (no sleeveless) with full-length dress slacks or a longer skirt (at or below the knee), a suit jacket and dress shoes (e.g. flats or pumps that are open or closed toed).

### Business Casual Attire

- Men should wear collared shirts with dress slacks or pressed khakis and dress shoes (with or without laces). Sweaters or a sport coat may be worn over the shirt.
- Women should wear a dress or a shirt/blouse (no sleeveless) with dress slacks (full-length, ankle, or capris), pressed khakis or a longer skirt (at or below the knee) and dress shoes (e.g. flats or pumps that are open or closed toed). Sweaters may be worn over the shirt/blouse.

### Casual Attire

- Men should wear collared shirts with jeans that have no tears or rips and casual shoes (e.g. tennis shoes, slip-ons, etc.). Sandals are not allowed.
- Women should wear a blouse (no sleeveless or T-shirts) with jeans that have no tears or rips and casual shoes (e.g. tennis shoes, slip-ons, flats, etc.). Athletic sandals are not allowed.

## 12) Personnel Files

The Executive Administrative Assistant will maintain personnel files on all personnel in the department. The personnel files are stored in a locked file cabinet in the file room. The files contain documentation of various personnel related item.

**Exhibit A**  
**Internal Auditing Dress Code**  
**Examples**

Business Formal Attire

Men



Women



Business Professional Attire

Men



Women



Business Casual Attire

Men



Women







EVERYDAY *Savvy* Mix & Match *Capsule Wardrobe*  
Business Casual Styles from Kohl's



Men

Casual Attire

Women



