

THE UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

April 1, 1943

TO HEADS OF DEPARTMENTS:

With the inauguration of the Civil Service the hours of work of the clerical staff require clarification. I find that policies have varied considerably from office to office in the past, but a uniform policy is now necessary in conformity with the uniform pay schedules established under Civil Service.

For the clerical, stenographic, and secretarial staff of the University, full-time will, on and after April 12, be understood to comprise a minimum of forty-four hours a week. This program will conform to the equivalent of the following work hours:

8:00 - 12:00  
1:00 - 5:00    Week days except Saturdays

8:00 - 12:00    Saturdays

Whenever there are two or more of the above named workers in a single office it is expected that the hours will be so staggered that the office will be covered throughout the noon hour.

It is understood, of course, that many workers already are working, and by the very nature of their jobs must work, at least upon occasions of peak load, considerably in excess of the forty-four hours a week stipulated as a minimum. The forty-four hour figure must inevitably therefore be a minimum only, with due recognition of the fact that some jobs cannot be completed within the framework of a forty-four hour week.

Will you please notify employees under your direction?

DEANE W. MALOTT  
Chancellor