



## 2019 Summer Hours

The President has authorized implementation of a Summer Hours schedule for the summer of 2019. The flexible summer schedule begins on Monday, May 13th, 2019 and will extend through Friday, August 9th, 2019. The regular workweek schedule will resume on Monday, August 12th, 2019.

The 40-hour work week during Summer Hours is from 7:30am-5:30pm Monday through Thursday and from 8:00am-12:00pm on Friday. An alternate or regular schedule may be approved by your supervisor.

A flexible summer work schedule is a great way to boost employee morale. Therefore, CFCC supervisors are being asked to provide all employees with the opportunity to have a flexible work schedule during the summer. While employee schedule flexibility is the ultimate goal, supervisors must also balance flexibility with meeting essential services and business needs. The senior level administrators are responsible for approving and monitoring the implementation of summer workweek flexible schedule options for each area under their administrative oversight.

### 2019 Summer Work Week Schedules Procedure Monday, May 13th 2019 through Friday, August 9th, 2019

**Coverage:** The 2019 Flexible Summer Work Week Schedules will include all full-time staff and twelve-month faculty who normally work 40-hours in a five-day week. The 2019 Flexible Summer Work Week Schedules and overtime provisions outlined below pertain to the standard 40-hour workweek. Related provisions shall be prorated for employees whose normal work schedules exceed the standard 40-hour workweek. It is understood that certain CFCC operations cannot precisely conform to this schedule and employees designated as essential personnel therein will continue on regular or specifically amended schedules.

**CFCC Summer Work Week “Business” Day:** The Summer Hours schedule is 7:30am-5:30pm Monday through Thursday and from 8:00am-12:00pm on Friday. The standard workweek will consist of 40-hours per week. The normal lunch period during summer hours may also be flexible as approved by the supervisor. Exempt employees must work a minimum of 40-hours per week. Non-exempt (hourly) employees must work 40-hours per week and may not work overtime without prior approval from the supervisor.

**Lunch Period:** The typical employee lunch period for office operations at CFCC is a one-hour period. However, supervisors may approve alternative lunch periods depending upon employee needs as long as the normal daily-required number of work hours and operational needs are met. The normal lunch period during summer hours may also be flexible as approved by the supervisor.

**Overtime:** Non-exempt (hourly) employees are eligible for overtime pay or compensatory time off, if they work more than 40-hours in one workweek. Non-exempt employees may not work overtime without prior approval from the supervisor.

- ✚ **Remember,** compensatory leave is earned only after a non-exempt (hourly) employee has actually worked 40-hours during the workweek. Use of vacation, bonus, sick leave, furloughs, compensatory leave, holidays, inclement weather days or use of any other leave plan are not



considered actual time worked and therefore will not be used towards the computation of overtime or compensatory time.

**Sick Leave and Vacation Days:** Sick leave and vacation days will be earned and used based on whatever flexible schedule is agreed upon, except for employees on regular or specifically amended schedules where sick leave and vacation days will be earned and used based on those regular or specifically amended schedules.

### **Holidays during 2019 Summer Hours Work Week Schedules**

**Holidays:** Managing flexible schedules during summer holiday weeks can be confusing for employees. To avoid confusion, and with supervisory approval, employees may revert to the typical Monday – Friday 8:00 a.m. through 5:00 p.m. office work schedule for the weeks when there is a paid holiday. The alternative option is to work the Summer Hours schedule and submit a leave request for 1-hour of vacation on the holiday to equalize the holiday benefit.

- **May 27th Holiday (Memorial Day):** 8-Hour Paid Holiday. CFCC will be closed to observe Memorial Day on Monday, May 27th, 2019. Please see note below.

✚ **Note:** Where a workday greater than eight hours has been established, all hours above eight shall be charged to vacation leave to equalize holiday benefits. This means employees will be required to submit a leave request for 1-hour of vacation to equalize the holiday benefit on Monday, May 27th or they may work a normal schedule that week of 8am-5pm Monday-Friday.

- **July 4<sup>th</sup> Holiday (Independence Day):** 8-Hour Paid Holiday. CFCC will be closed to observe Independence Day on Thursday, July 4, 2019. Please see note above.

**Temporary Amendment of Applicable Policies:** In order to facilitate implementation of the 2019 Summer Work Week Schedule, applicable provisions of CFCC policies pertaining to scheduled hours, overtime and lunch periods are amended as outlined above for the summer work schedule time frame.