

MEMORANDUM

DATE: March 16, 2009

TO: University Community

FROM: Jaffus Hardrick, Ed.D.
Vice President for Human Resources

SUBJECT: **Four-Day Summer Schedule Guidelines**

As President Maidique indicated in his March 10, 2009 communication, the summer schedule was a success last year and he has authorized us to implement the program again this year. In order to achieve this endeavor, the following guidelines have been established to assist department heads, managers, and employees with the transition while continuing to provide quality service to the University community.

Implementation Plan and Operating Hours

- Effective June 19, 2009, the University's core operational hours will be from 8:00 a.m. to 6:30 p.m., Monday through Thursday.
- Department heads are responsible for maintaining coverage in their respective areas during core operating hours. Therefore, each department head can be flexible in applying individual work schedules to meet the needs of their areas.
- We encourage department heads, when possible, to accommodate the needs of employees who may have extenuating circumstances during the summer schedule. For example:
 - At the supervisors' discretion, employees may be permitted to work only 8 hours. Employees must use vacation and/or comp time to complete their 10-hour day schedule.
 - Employees may be allowed to arrive earlier or leave later than the core operating hours as the department deems appropriate so long as every employee works 10 hours a day.
- During rare circumstances in which an employee must work on Friday to provide essential services, the Dean or divisional Vice President, in collaboration with the Vice President for Human Resources, must approve the schedule.
- Departments must not allow overtime work, unless authorized in advance by the Dean and/or, divisional Vice President.

July 4th Holiday

- The July 4th holiday was to be originally recognized on a Friday scheduled day off; therefore, it will now be honored on July 31, 2009. The July 31st date is the start of a new workweek and will be an 8-hour,

paid holiday prorated to the employee's FTE. This adjustment should assist with the transition from the four-day-week back to the regular 8-hour schedule on August 3, 2009.

- The following table illustrates the dates of the summer schedule:

Friday Off	10-hour/4-day Work Week
06/19/09	06/22/09 - 06/25/09
06/26/09	06/29/09 - 07/02/09
07/03/09	07/06/09 - 07/09/09
07/10/09	07/13/09 - 07/16/09
07/17/09	07/20/09 - 07/23/09
07/24/09	07/27/09 - 07/30/09
* 07/31/09 * Replaces July 4th Holiday	* 08/03/09 - 08/07/09 * Return to Regular Schedule

Reporting Time and Use of Leave

- Non-exempt employees will continue to report their “in and out” times on a daily basis. Any leave reported must complete the 10-hour day summer schedule.
- Exempt employees will report leave used in accordance with the 10-hour day summer schedule.
- ***Examples of how leave may be utilized include:***
 - If an employee misses a day of work due to illness, the employee should use 10 hours of sick leave to complete work hours.
 - Employee misses a half-day of work due to lack of transportation, the employee should use 5 hours of vacation or compensatory leave to complete work time.
 - If an employee is unable to work as a result of a personal or family-related reason, the employee will use vacation or compensatory time to complete required work hours.
- ***Examples of inappropriate use of leave include:***
 - If an employee needs to leave early to pick up a child for non-medical reasons, sick leave may not be used.
 - If an employee must miss work for personal reasons, he/she may not use sick leave.
- Break periods may not be used to offset late arrival or early departure from work, or to accumulate paid time off from one day to the next.

Alternate Work Site and Temporary Employees

- In the spirit of complying with the summer schedule, employees should not be permitted to work from home on Fridays.
- Temporary employees are also expected to follow the summer schedule.

University Libraries, Summer Camps, Graham Center, Children's Creative Learning Center, Wolfe University Center and Kovens Conference Center

- University Libraries will remain open on Fridays.
- For information about summer camps, please contact Recreation Services at (305) 348-2575 or (305) 919-5678. Department heads are expected to ensure appropriate coverage is available for summer camps.
- The Graham Center's summer hours of operation are as follows:
 - Monday – Friday: 6:00 a.m. to 11:00 p.m.
 - Saturday – Sunday: 7:00 a.m. to 10:00 p.m.
 - Holidays and semester breaks: 7:00 a.m. to 6:00 p.m.
- Contact the Children's Creative Learning Center at (305) 348-2143 regarding their summer hours of operation.
- Wolfe University Center summer hours of operation are as follows:
 - Monday – Friday: 7:30 a.m. to 10:00 p.m.
 - Saturday – Sunday: 8:00 a.m. to 8:00 p.m.
- Kovens Conference Center will have normal operating hours. For information about special events, please call (305) 919-5000.

Employees will receive a checklist of actions they can take to conserve energy and help reduce cost. Thank you in advance for your cooperation in making this initiative a success. Should you have any questions, please feel free to contact the Division of Human Resources at (305) 348-7259. Have a safe and pleasant summer!