

IMPLEMENTATION PROCEDURES - FOUR DAY SUMMER WORK WEEK 2017

Period	Monday, June 26 through Friday, August 11, 2017
Personnel Affected	All full time "Gittleston" and other administrative civil service staff, and all non-teaching Instructional staff, except supervisors in Performing Arts and Television Center.
Access to Campus on Friday	Faculty will have access to laboratories in the same way that they do at other times when the College is closed
Schedule-Choice of:	<p>A) <u>35 hours in 4 days</u> Monday - Thursday 8:00AM-5:30PM with 3/4 hour lunch period</p> <p>B) <u>4 seven hour days/charge 7 hours to annual leave</u> Monday - Thursday 8:50 AM - 4:50PM or 9:00AM-5:00PM (whichever is your schedule) with Friday charged to annual leave</p> <p>C) <u>4 eight hour days/charge 3 hours to annual leave</u> Monday -Thursday 8:00AM-5:00PM with 1 hour lunch period</p> <p>D) <u>4 seven hour days/5th day placed in holding account (7 hrs. x 6 = 42 hrs)</u> Monday – Thursday 8:50 AM - 4:50PM or 9:00AM-5:00PM (whichever is your schedule) with Friday placed in a holding account and paid back during the succeeding Fall and Spring semesters (by May 31st) as outlined in the plan submitted by your department/office* and approved by your supervisor.</p>

NOTE: Once the choice of schedule is made, it is irrevocable for this year.

Charges to
Leave
Balances:

Computed on the basis of the number of hours in the workday, i.e.,

Personnel on Plan (A)

Charged 8- $\frac{3}{4}$ hours (8 hours and 45 mins) for each annual leave or sick day used.

Note: for a full week of absence during this time (Mon-Thurs), the usual 35 hours are charged.

Personnel on Plan (B)

Charged 7 hours for each annual leave or sick day used, as usual.

Personnel on Plan (C)

Charged 8 hours for each annual leave or sick day used.

Note: for a full week of absence during this time (Mon- Thurs), the usual thirty-five (35) hours are charged.

Personnel on Plan (D)

Charged 7 hours for each annual leave or sick day used, as usual.

The 7 hours not worked on each Friday are placed in a holding account and paid back during the succeeding Fall and Spring semesters (by May 31st).

"Summer
Hours"

The reduction of the work day by one (1) hour for employees who have completed one (1) year of service and who work in non air-conditioned facilities will apply, no matter which of the schedules is selected. Detailed memorandum will follow.