



College of *the Mainland*

PRESIDENT'S OFFICE

Last year the college chose to work a four-day schedule during the summer, thus allowing all employees an opportunity for a three-day weekend. While a notable effort, the intent behind the four-day schedule proved problematic. Effective summer 2017, the college will return to a five-day schedule during the summer.

The primary rationale behind keeping COM open Monday through Friday during the summer is to maintain and improve our service commitment to students. Last summer's closure did not result in cost savings, thus removing the previous idea of saving the college money through a shortened work week. Additionally, public perception is ever more important to improve as we strive for a future bond; a shortened work week does not improve that image. This schedule allows COM to increase our summer course offerings, which have been on the decline in the last several years.

In order to respond to the majority of questions that may arise, we are including an attachment that hopefully addresses your questions. If you have additional questions, please consult your appropriate supervisor, or my office.

2017 Compressed Summer Schedule Questions and Answers

Q1. What are the effective dates of the compressed schedule?

A1. Subject to supervisor approval, the opportunity for a compressed schedule is offered June 5th – August 11th, 2017 with employees and supervisors establishing individual schedules that work with the functional and operating needs of each area.

Q2. Can I take a different day off, instead of a Monday or Friday?

A2. For consistency and to allow for the practical needs for discussion to occur among and between various campus areas to accomplish assigned tasks, the three compressed summer work schedules outlined below have been developed; in addition an employee may continue to work the regular five (5) day schedule.

Schedule Options:

Employees and supervisors may choose from one of the following schedules. Each schedule presumes a 60 minute lunch each day.

1. Fixed 4 day schedule - Employee chooses to be off on Friday.
 - Monday – Thursday – 7:00 am – 6:00 pm
2. Fixed 4 day schedule - Employee chooses to be off on Monday.
 - Tuesday - Friday – 7:00 am – 6:00 pm
3. Fixed 4 ½ day schedule – Employee works 4 full days and a half day on Friday or Monday.
 - Monday – Thursday 7:00 am – 5:00 pm or 8:00 am – 6:00 pm
 - Friday or Monday 8:00 am – 12:00 noon
4. 9/80 (9 hours Monday - Thursday) every other Friday off; 8 hours every other Friday)
5. Regular Schedule – if an area does not permit compressed summer work schedules or individual employees elect to not participate, then the employee continues to work their normal schedule.

Q3. Do I have to go to a compressed schedule, even if my supervisor offers it?

A3. No, an employee may choose to continue to work 5 days per week, 8 hours per day.

Q4. My supervisor and I have agreed upon a schedule, do we need to send it to someone?

A4. Your supervisor may request you document the agreed upon schedule in writing (i.e. email) and send it to him/her or to someone in the department who is coordinating the schedules for the department.

Q5. If I am on the compressed schedule and request an annual leave day, how many hours of annual leave do I record?

A5. If you are an exempt employee and the day you are requesting annual leave you are scheduled to work 10 hours that is the amount of leave you will need to record.

If you are a non-exempt (hourly) employee and the day you are requesting annual leave you are scheduled to work b 10 hours, you will record that amount of annual leave, unless you have worked extra hours on another day that same work week. If you have worked extra time that same work week, the amount of annual leave taken is reduced by the amount of extra time worked.

Example: Employee works 10 hours on Monday, Tuesday, and Wednesday and has Thursday off as annual leave. The employee records 10 hours of annual leave for Thursday. NOTE: Thursday would have normally been a 10 hour day for this employee.

Q6. Do I have to do the compressed schedule all summer, or can it change based on personal or departmental needs?

A6. Like any variances in an employee's schedule, the compressed work schedule is established and agreed upon with the employee's supervisor. Any variations to the agreed upon schedule require supervisor approval. It is not necessary to participate in the compressed schedule for the entire summer, or at all. Additionally, based on functional and operating needs of the department, the supervisor may not be able to approve the compressed schedule for the entire summer.

Q7. If I am working a compressed schedule during a holiday week, how many hours of holiday do I receive?

A7. You will receive holiday hours equivalent to the number of hours normally scheduled to work that day, if it were not a holiday.

Example: Employee is on the Monday - Thursday compressed schedule the week of July 3 – July 7. Independence Day is celebrated Tuesday, July 4 as a holiday. The employee would normally work 10 hours on this day, therefore the employee receives 10 hours of holiday leave. Alternatively, the supervisor or employee may request the employee work a normal schedule for that week.

Q8. Will my leave accrual change if I go on the compressed schedule?

A8. No, there is no change in your leave accrual for working a compressed summer schedule.

Q9. Can my supervisor suspend the compressed schedule, after having approved it?

A9. Supervisors have the flexibility to suspend the compressed summer schedule during those weeks when it doesn't meet the department's business needs, such as fiscal year end, July 4th, etc.

Q10. Are there additional employee responsibilities or parameters if I participate in a compressed schedule?

A10. In addition to your normal job responsibilities you also need to:

- Agree to a schedule with your supervisor;
- Use out of office messages for absences;
- Record your days off on your Outlook Calendar;
- Ensure deadlines are met and workload is covered, regardless of your schedule;
- Review related questions and answers on the HR website, including leave usage while on a compressed schedule.

Issues to address/recommendations:

- All offices will be open Monday – Friday – 8 a.m. – 5 p.m.; some offices may have extended hours.