

MEMORANDUM

TO: Administrative, Professional and Classified Staff

FROM: Nicole Ralph
Associate Vice President, Human Resources

SUBJECT: 36-Hour Summer Work Schedule

DATE: April 1, 2021

As we quickly approach the coming summer period, I want to remind each of you that the college will be closed on Fridays during the 12 weeks of summer beginning Friday, May 21, 2021 and ending on Friday, August 6, 2021. During this period, all full-time professional, administrative and classified benefit-eligible employees will be scheduled to work on a 36-hour per week basis.

Please consider the following as you develop your departmental work schedule:

- Normal college services will be provided, and most administrative offices will be open, whether remotely or in-person, from 8 a.m. to 5 p.m. Monday through Thursday. Departments that normally offer evening services may continue to provide services on their normal schedule.
- Work schedules for all full-time employees will be based on a 36-hour week. Benefit-eligible employees who are normally scheduled to work 20 hours per week would be scheduled to work 18 hours, 30 hour per week employees would work 27 hours per week, etc.
- Work schedules must include either an hour or half-hour unpaid meal period for those working 7.5 or more hours in a day.
- Vacation, sick and personal leave time will be charged on an hour-for-hour basis. If a full week of vacation is utilized during this period, 36 hours of benefit time will be charged for full-time employees.

Note – Holidays: Memorial Day (May 31st) will be considered a nine-hour day (or a pro-rated amount based on hourly work schedule) toward hours worked for employees.