



MEMORANDUM

DATE: May 19, 2008

TO: University Community

FROM: Dr. Jaffus Hardrick
Vice President
Division of Human Resources

SUBJECT: 2008 Summer Schedule Guidelines

As President Maidique communicated, the University will adopt a four-day-workweek this summer. Effective June 6 through July 25, 2008, employees are expected to work a 10-hour-day schedule for seven weeks. We anticipate the summer schedule to be an energy- and cost-saving initiative. While operating on this flexible work schedule, the University will continue to offer summer classes, meet daily operational needs and provide excellent service to our students and constituents.

In order to make this endeavor a success, the following guidelines have been established to assist managers and employees with the transition while continuing to provide quality service to the University community.

Office Coverage and Operating Hours

- Beginning June 9, 2008, the core operating 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 only work 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 such as campus security, the dean or vice president, in collaboration with the Vice President for Human Resources, must approve the schedule.

July 4th Holiday

- Since the July 4th Holiday falls on a scheduled day off, it will be honored on July 25, 2008. The July 25th 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 July 28th.
- The following table illustrates the dates of the summer schedule:

Friday Off	10-hour Work Week
06/06/08	06/09/08 - 06/12/08
06/13/08	06/16/08 - 06/19/08
06/20/08	06/23/08 - 06/26/08
06/27/08	06/30/08 - 07/03/08
07/04/08	07/07/08 - 07/10/08
07/11/08	07/14/08 - 07/17/08
07/18/08	07/21/08 - 07/24/08
07/25/08	

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.

- Neither breaks nor meal periods may 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 expected to follow the summer schedule.

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

- University Libraries will remain open on Fridays.
- 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.

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 Human Resources at (305) 348-7259. Have a safe and pleasant summer.