



Pilot: Summer Hours and Compressed Workweek Policy for Administrative and Hourly Staff 2022

Purpose and Policy Statement: The College is instituting a pilot Summer Hours and Compressed Workweek Policy for the summer of 2022 for benefits eligible full-time administrative and hourly staff (i.e., staff who work at least 27.5 hrs a week/40 weeks per year) for the period from July 11 to August 19, 2022. The College values the hard work and dedication of its employees and wants to offer employees an additional half day of paid time off on a weekly basis to use on Friday afternoons, together with the opportunity to work a compressed work week in order to take an additional half day off on Friday mornings.

Applies to: Non-faculty staff (including faculty with 12-month administrative appointments), and full-time benefits eligible employees (i.e., employees who are regularly scheduled to work at least 27.5 hours per week during July and August of 2022).

Definitions:

Summer Hours: Summer Hours are an award of a half day of paid time-off each Friday afternoon (Friday, July 15, 22, and 29 and August 5, 12, and 19, 2022) to all benefit eligible full-time employees who work at least 27.5 hours each week during the period from July 11 to August 19, 2022. Summer Hours cannot be saved, accrued or used at any other time other than during the period referenced above.

Compressed Workweek: A compressed workweek allows an employee to elect to work their regularly scheduled hours in less than the traditional number of workdays.

Explanation: A full-time, regularly scheduled employee who works 40 hours a week would work 36 hours in four days by either starting work before their normal start time or ending work after their normal end time. In no case may the employee's lunch break be eliminated as part of the compressed work week. **Example:** Employee A, a full-time exempt employee, regularly works 8:30 a.m. to 5 p.m. Monday through Friday and takes a half hour lunch break each day. On Monday, July 11 through Thursday, July 14, Employee A will start work at 8:00 a.m. and stop work at 5:30 p.m. and continue to take a half hour for lunch. By Thursday evening, Employee A will have worked an additional four hours. Based upon the compressed workweek and additional four hours of paid time off for Summer Hours, Employee A will not work on Friday.

Modified Department Schedules: Departments are encouraged to staff their offices Monday through Thursday between July 11 and August 19, 2022 to support the Pilot Summer Hours and Compressed Workweek initiative. Departments have the ability to modify their office hours to accommodate the extended work days during the compressed work weeks. Any modifications to schedules due to the Summer Hours and Compressed Workweek should not lead to overtime or



additional budget hours, please plan appropriately. Departments are encouraged to adopt this initiative and encourage their employees to benefit from this Pilot Program.

Amendments: This policy may be amended, modified, supplemented or replaced, in whole or in part, at any time and from time to time by the College.

Policy Owner: The Department of Human Resources.