

2024 Summer Employee Work Schedule Guide

Commencement occurs **May 22-23, 2024**

Convocation occurs **Monday, August 19, 2024**

The college will be closed:

| | |
|---------------------------|---|
| Friday, May 24, 2024 | (Summer Friday) |
| Monday, May 27, 2024* | (Memorial Day, college open Friday, May 31) |
| Friday, June 7, 2024 | (Summer Friday) |
| Friday, June 14, 2024 | (Summer Friday) |
| Wednesday, June 19, 2024* | (Juneteenth Observed, college open Friday, June 21) |
| Friday, June 28, 2024 | (Summer Friday) |
| Thursday, July 4, 2024* | (Independence Day, college open Friday, July 5) |
| Friday, July 12, 2024 | (Summer Friday) |
| Friday, July 19, 2024 | (Summer Friday) |
| Friday, July 26, 2024 | (Summer Friday) |
| Friday, August 2, 2024 | (Summer Friday) |
| Friday, August 9, 2024 | (Summer Friday) |
| Friday, August 16, 2024 | (Summer Friday) |

***Holiday Closings:**

During the *Holiday weeks noted above employees do not work a compressed schedule because during that week the college will be closed on a separate day to observe the holiday. The college will be open on those Fridays. All employees will work their regular 6- or 7-hour work day, (depending if they are eligible for shorter hours).

Work Hour/Schedule Adjustments:

- Full-time employees eligible for shorter hours (30-hour work week) will begin their shorter hour schedule effective Monday, May 20, 2024. Shorter hours end on Sunday, August 18, 2024.
- The closed Summer Fridays listed above can either be charged to time banks or made up by working a compressed work schedule as outlined below in Options A&B.

Convocation: All employees return to their regular work schedules and hours.

OPTION A – Working Regular Work Days - Charging Time Banks

Employees that choose to work their regular 6- or 7-hour work day, Monday – Thursday, will charge their available time banks (vacation, optional, and/or free days) one (1) day (.86 for employees eligible for shorter hours) on each of the College designated Friday closings, a total of ten (10) Fridays.

OPTION B – Compressed Work Schedule *(Please note, a meal break of at least ½ hour must be provided)*

Employees that choose to work a compressed summer schedule (Monday – Thursday), can work one of the following schedules or a variation as approved by their supervisor:

| | |
|--|--|
| <p><u>Compressed Summer Schedule Example</u> 30 Hour Employees (classroom assistant, non-classroom faculty and bargaining staff eligible for shorter hours)</p> <p>Employees will work 30 hours per week over the course of four (4) days per week. As such, the value of a work day is equal to 7 hours and 30 minutes (7:30).</p> | <p><u>Compressed Summer Schedule Example</u> 35 Hour Employees (staff not eligible for shorter hours)</p> <p>Employees will work 35 hours per week over the course of four (4) days per week. As such, the value of a work day is equal to 8 hours and 45 minutes (8:45).</p> |
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How to Charge Your Time Banks for Absences During Your Compressed Summer Work Schedule:

Employees working a compressed summer schedule should charge their time banks for their absences from Monday – Thursday as follows:

| <u>Time Bank Deduction Schedule</u> | | | | <u>Time Bank Deduction Schedule</u> | | | |
|--|--|---|--|---|--|---|--|
| <u>Classroom assistant, non-classroom faculty:</u> | | | | <u>30-hour Employees (staff eligible for shorter hours):</u> | | | |
| The value of a work day changes from 6 hours (Mon-Fri) to 7 hours and 30 minutes (Mon-Thurs). | | | | The value of a work day changes from 6 hours (Mon-Fri) to 7 hours and 30 minutes (Mon-Thurs): | | | |
| Therefore, based on the value of their work day, classroom assistants, non-classroom faculty will charge the hours that they are absent from work, Monday – Thursday only, as follows: | | | | <u>35-hour Employees (staff not eligible for shorter hours):</u> | | | |
| The value of a work day changes from 7 hours (Mon-Fri) to 8 hours and 45 minutes (Mon-Thurs): | | | | Therefore, based on the value of their work day, staff not eligible for shorter hours and all other employees will charge the hours that they are absent from work, Monday – Thursday only, as follows: | | | |
| <u>If an employee is absent:</u> | <u>Employees should charge this amount to their appropriate time bank(s):</u> | <u>If an employee is absent:</u> | <u>Employees should charge this amount to their appropriate time bank(s):</u> | <u>If an employee is absent:</u> | <u>Employees should charge this amount to their appropriate time bank(s):</u> | <u>If an employee is absent:</u> | <u>Employees should charge this amount to their appropriate time bank(s):</u> |
| ½ an hour | 0.08 | 5 ½ hours | 0.92 | ½ an hour | 0.07 | 5 ½ hours | 0.79 |
| 45 minutes | 0.13 | 5 hrs & 45 min | 0.96 | 45 minutes | 0.11 | 5 hrs & 45 min | 0.82 |
| 1 hour | 0.17 | 6 hours | 1.00 | 1 hour | 0.14 | 6 hours | 0.86 |
| 1 ½ hour | 0.25 | 6 ½ hours | 1.08 | 1 ½ hour | 0.21 | 6 ½ hours | 0.93 |
| 1 hr & 45 min | 0.29 | 6 hrs & 45 min | 1.13 | 1 hr & 45 min | 0.25 | 6 hrs & 45 min | 0.96 |
| 2 hours | 0.33 | 7 hours | 1.17 | 2 hours | 0.29 | 7 hours | 1.00 |
| 2 ½ hours | 0.42 | 7 ½ hours | 1.25* | 2 ½ hours | 0.36 | 7 ½ hours | 1.07* |
| 2 hrs & 45 min | 0.46 | 7 hrs & 45 min | 1.30 | 2 hrs & 45 min | 0.39 | 7 hrs & 45 min | 1.11 |
| 3 hours | 0.50 | 8 hours | 1.33 | 3 hours | 0.43 | 8 hours | 1.14 |
| 3 ½ hours | 0.58 | 8 ½ hours | 1.42 | 3 ½ hours | 0.50 | 8 ½ hours | 1.21 |
| 3 hrs & 45 min | 0.63 | 8 hrs & 45 min | 1.46 | 3 hrs & 45 min | 0.54 | 8 hrs & 45 min | 1.25** |
| 4 hours | 0.67 | 9 hours | 1.50 | 4 hours | 0.57 | 9 hours | 1.29 |
| 4 ½ hours | 0.75 | 9 ½ hours | 1.58 | 4 ½ hours | 0.64 | 9 ½ hours | 1.36 |
| 4 hrs & 45 min | 0.79 | 9 hrs & 45 min | 1.63 | 4 hrs & 45 min | 0.68 | 9 hrs & 45 min | 1.39 |
| 5 hours | 0.83 | 10 hours | 1.67 | 5 hours | 0.71 | 10 hours | 1.43 |
| * Equivalent to one (1) compressed summer schedule work day for classroom assistants/non-classroom faculty. | | | | *Equivalent to (1) compressed summer schedule work day for a 30-hour staff employee | | | |
| | | | | ** Equivalent to one (1) compressed summer schedule work day for a 35-hrstaff employee | | | |

Due to the College designated Friday closings, those part time staff, non-classroom faculty, and classroom assistants who are normally scheduled to work on Fridays may make up their missed work hours during their other regularly scheduled work days after reviewing their work schedules with their supervisor(s).

In those cases where operational necessity requires an office to be open on a Friday otherwise designated closed during the summer, those employees required to come to work on a Friday will arrange with their supervisors for a mutually agreed upon alternate day off.

Please contact the Office of Human Resources by visiting the [HR Solution Center](#) with any questions.