



**FULL-TIME STAFF, NON-CLASSROOM FACULTY AND CLASSROOM ASSISTANT WORK SCHEDULE SUMMER, 2010**

The summer, 2010 full-time employees' work schedules will be as follows:

- Beginning on Tuesday, June 1, 2010, eligible full-time staff members begin their summer hours (30 hours per week / 6 hours per day). If you are not eligible for "summer" hours, you will continue to work 35 hours per week / 7 hours per day.
- The College will be closed on Fridays beginning the week of June 7<sup>th</sup> through Friday, August 6, 2010 with the following **exceptions**:
  - The College will be closed Monday, May 31, 2010 due to Memorial Day. During the week of May 31<sup>st</sup>, **THE COLLEGE WILL BE OPEN FRIDAY, JUNE 4<sup>th</sup>. Employees do not make up any work time during this week and should work their regular 6 (for 30 hours per week employees and those staff members eligible for "summer" hours) or 7 hour work day Tuesday, June 1<sup>st</sup> through Friday, and including Friday, June 4<sup>th</sup>.**
  - The College will be closed on Monday, July 5, 2010 in commemoration of Independence Day. During the week of July 5<sup>th</sup>, **THE COLLEGE WILL BE OPEN FRIDAY, JULY 9<sup>TH</sup>. Employees do not make up any work time during this week and should work their regular 6 (for 30 hours per week employees and those staff members eligible for "summer" hours) or 7 hour work day Tuesday, July 6<sup>th</sup> through and including Friday, July 9<sup>th</sup>.**
- Eligible full-time staff resume their summer hours, Monday through Friday, (30 hours per week / 6 hours per day, 5 days per week) Monday, August 9, 2010 through Sunday, August 22, 2010,
- Convocation will be on Monday, August 23, 2010. All employees return to regular work hours.

Due to the Friday college closings, part-time employees may make up their missed work hours during their other regularly scheduled work days.

In those cases where operational necessity requires an office to be open on a Friday during the summer, the college will provide full-time employees with another mutually-agreed upon (between employee and supervisor(s)) day off in the work week.

Based on the employee's weekly work hours/days and after reviewing their work schedules with their supervisor(s), full-time staff, classroom assistants and non-classroom faculty will work one, or a variation of, the schedules listed below. Additionally, employees may charge their available time banks (vacation, optional, and/or free days) to extend their lunch break and/or reduce their alternate schedule.

**CURRENT SUMMER WORK WEEK FOR 30 HOUR EMPLOYEES**

**(classroom assistant, non-classroom faculty and, staff eligible for shorter hours)**

Employees who work 30 hours per week currently work Monday – Friday (5 days per week), **the value of their work day is equal to 6 hours.** Additionally, employees generally take 1 hour for lunch. For example:

9 – 12 = 3 hours  
 12 – 1 = 1 hour for lunch  
1 – 4 = 3 hours  
 Total = 7 hours (6 hours of work and 1 hour lunch)

**CURRENT SUMMER WORK WEEK FOR 35 HOUR EMPLOYEES**

**(staff not eligible for shorter hours)**

Employees who work 35 hours per week currently work Monday – Friday (5 days per week), **the value of their work day is equal to 7 hours.** Additionally, employees generally take 1 hour for lunch. For example:

9 – 12 = 3 hours  
 12 – 1 = 1 hour for lunch  
1 – 5 = 4 hours  
 Total = 8 hours (7 hours of work and 1 hour lunch)

**NEW SUMMER WORK WEEK FOR 30 HOUR EMPLOYEES**  
(classroom assistant, non-classroom faculty and, staff eligible for shorter hours)

Employees will work 30 hours per week over the course of four (4) days per week. Therefore, the value of a work day is equal to 7 hours and 30 minutes. As such, classroom assistants and non-classroom faculty who are absent a full day should charge their time banks 1.25 for a day of absence and staff eligible for shorter hours who are absent a full day should charge their time banks 1.07 for a day of absence (please refer to the *Deduction Schedules* on page 3 for more information). After reviewing their work schedules with their supervisors', employees may take either 1 hour or 30 minutes for lunch. Additionally, employees have the option of working one of, or a variation of, the following schedules:

**For example, employees may work Monday - Thursday:**

**WITH 1 HOUR LUNCH**

9 – 12 = 3 hours  
12 – 1 = 1 hour lunch  
1 – 5:30 = 4 ½ hours  
Total = 8 ½ hours  
(7 ½ hours of work and 1 hour lunch)

**WITH 30 MINUTE LUNCH**

9 – 12:30 = 3½ hours  
12:30 – 1 = ½ an hour lunch  
1 – 5 = 4 hours  
Total = 8 hours  
(7 ½ hours of work and ½ hour lunch)

**AS AN OPTION:**

After reviewing their work schedules with their supervisor(s), an employee may elect to charge his/her available time bank(s) (vacation, optional, and/or free days) to extend their lunch period to an hour or to reduce their new summer work day from 7 ½ hours back to 6 hours.

For example:

- If an employee works Monday through Thursday, 9 – 5:30 with 1 hour for lunch he/she does not charge any time bank.
- If an employee works Monday through Thursday, 9 – 5 with ½ an hour for lunch, he/she does not charge any time bank.
- If an employee works Monday through Thursday, 9 – 4 with 1 hour for lunch, **classroom assistants and non-classroom faculty will charge 1 ½ hours by reporting 0.25 leave taken each day, Mon. – Thurs., to his/her available time bank; staff eligible for shorter hours will charge 1 ½ hours by reporting 0.21 leave taken each day, Mon. – Thurs., to his/her available time bank**
- If an employee works Monday through Thursday, 9 – 4 with ½ an hour for lunch, classroom assistants and non-classroom faculty **will charge 1 hour by reporting 0.17 leave taken each day, Mon. – Thurs., to his/her available time bank; staff eligible for shorter hours will charge 1 hour by reporting 0.14 leave taken each day, Mon. – Thurs., to his/her available time bank.**

**NEW SUMMER WORK WEEK FOR 35 HOUR EMPLOYEES**  
(staff not eligible for shorter hours)

Employees will work 35 hours per week over the course of four (4) days per week. Therefore, the value of a work day is equal to 8 hours and 45 minutes and as such, employees who are absent a full day should charge their time banks 1.25 for a day of absence (please refer to the attached *Deduction Schedule* for more information). After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch. Additionally, employees have the option of working one of, or a variation of, the following schedules:

**For example, employees may work Monday - Thursday:**

**WITH 1 HOUR LUNCH**

9 – 12 = 3 hrs.  
12 – 1 = 1 hr. lunch  
1 – 6:45 = 5 hrs. & 45 min.  
Total = 9 hrs. & 45 min.  
(8 hrs. & 45 min. of work and 1 hr. for lunch)

**WITH 30 MINUTE LUNCH**

9 – 12:30 = 3 hrs. & 30 min.  
12:30 – 1 = ½ an hr. lunch  
1 – 6:15 = 5hrs. & 15 min.  
Total = 9 hrs. & 15 min.  
(8 hrs. & 45 min. of work and ½ an hr. for lunch)

**OR**

**WITH 1 HOUR LUNCH**

8 – 12 = 4 hours  
12 – 1 = 1 hour lunch  
1 – 5:45 = 4 hrs. & 45 min.  
Total = 9 hrs. & 45 min.  
(8 hrs. & 45 min. of work and 1 hr. for lunch)

**WITH 30 MINUTE LUNCH**

8 – 12:30 = 4 hrs. & 30 min.  
12:30 – 1 = ½ an hr. lunch  
1 – 5:15 = 4 hrs. 15 min.  
Total = 9 hrs. 15 min.  
(8 hrs. & 45 min. of work and ½ hr. for lunch)

**AS AN OPTION:**

After reviewing their work schedules with their supervisor(s), an employee may elect to charge his/her available time bank(s) (vacation, optional, and/or free days) to extend their lunch period to an hour or to reduce their new summer work day from 8 hours and 45 minutes back to 7 hours.

For example:

- If an employee works Monday through Thursday, 9 – 6:45, with 1 hour for lunch, he/she does not charge any time bank.
- If an employee works Monday through Thursday, 9 – 6:15, with ½ an hour for lunch, he/she does not charge any time bank.
- If an employee works Monday – Thursday, 9 – 5 with 1 hour for lunch, the **employee will charge 1 hr. and 45 min. by reporting 0.25 leave taken each day, Mon. – Thurs., to his/her available time bank.**
- If an employee works Monday - Thursday 9 – 5, with ½ an hour for lunch, the **employee will charge 1 hr. and 15 min. by reporting 0.17 leave taken each day, Mon. – Thurs., to his/her available time bank.**

**TIME BANK DEDUCTION SCHEDULE FOR CLASSROOM ASSISTANTS AND NON-CLASSROOM FACULTY**

Employees may charge their available vacation, optional, and /or free days to extend their lunch period to an hour or to reduce their work day from 7 ½ hours back to 6 during the **summer recess period** by charging their hours of absence as follows:

\*Please note, the value of a work day for a 30 hour per week employee is 7 ½ hours. Therefore, **if you are absent a full day** (vacation, sick, personal, optional, or free), **you should charge 7 ½ hours by reporting 1.25 leave taken per day, for each day that you are out only. If you are planning vacation for a week or more, you should charge 1.25 to your vacation bank Monday – Thursday only, for each week you are out.**

<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
1 hour	0.17
1 ½ hour	0.25
2 hours	0.33
2 ½ hours	0.42
3 hours	0.50
3 ½ hours	0.58
4 hours	0.67
4 ½ hours	0.75
5 hours	0.83
5 ½ hours	0.92
6 hours	1.00
6 ½ hours	1.08
7 hours	1.17
<b>7 ½ hours</b>	<b>1.25*</b>

**TIME BANK DEDUCTION SCHEDULE FOR ALL STAFF**

Staff working 35 or 30 hours per week may charge their available vacation, optional, and/or free days to extend their lunch period to an hour or to reduce their work day from 8 hours and 45 minutes back to 7 or; from 7 ½ hours back to 6 during the **summer recess period** by charging their hours of absence as follows:

\* Please note, the value of a work day for a 30 hour per week employee is 7 ½ hours. Therefore, **if you are absent a full day** (vacation, sick, personal, optional, or free), **you should charge 7 ½ hours by reporting 1.07 leave taken per day, for each day that you are out only. If you are planning vacation for a week or more, you should charge 1.07 to your vacation bank Monday – Thursday only, for each week you are out.**

\*\*Please note, the value of a work day for a 35 hour per week employee is 8 hours and 45minutes. Therefore, **if you are absent a full day** (vacation, sick, personal, optional, or free), **you should charge 8 hours and 45 minutes by reporting 1.25 leave taken per day, for each day that you are out only. If you are planning vacation for a week or more, you should charge 1.25 to your vacation bank Monday – Thursday only, for each week you are out.**

<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time banks(s):</u>	<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time banks(s):</u>
½ an hour	0.07	4 hours	0.57
45 minutes	0.11	4 ½ hours	0.64
1 hour	0.14	5 hours	0.71
1 hr & 15 min	0.17	5 ½ hours	0.79
1 ½ hour	0.21	6 hours	0.86
1 hr & 45 min	0.25	6 ½ hours	0.93
2 hours	0.29	7 hours	1.00
2 ½ hours	0.36	<b>7 ½ hours</b>	<b>1.07*</b>
3 hours	0.43	8 hours	1.14
3 ½ hours	0.50	8 ½ hours	1.21
		<b>8 hrs &amp; 45 min</b>	<b>1.25**</b>