

Office of Human Resources
2020 Summer Closings and Work Schedule Guide

•The College will be closed on the following Fridays:

Friday, May 29, 2020	* (see below)	Friday, July 10, 2020
Friday, June 5, 2020		Friday, July 17, 2020
Friday, June 12, 2020		Friday, July 24, 2020
Friday, June 19, 2020		Friday, July 31, 2020
Friday, June 26, 2020		Friday, August 7, 2020
Friday, July 3, 2020	** (see below)	Friday, August 14, 2020

•Full-time employees eligible for shorter hours (30 hour work week) will begin their shorter hour schedule effective Monday, May 18, 2020. Shorter hours end on Sunday, August 23, 2020.

•Full-time employees not eligible for shorter hours will continue to work their 35 hour work week.

•The college will be closed on Monday, May 25, 2020 in observance of Memorial Day and Friday, July 3, 2020 in observance of Independence Day.

•Convocation will be held on Monday, August 24, 2020. All employees return to their regular work schedules and hours.

•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.

** (Note: During the week of Monday, May 25, the college will be closed both Monday, May 25 (Memorial Day) and Friday, May 29. Employees working a compressed Schedule as indicated in Option B below, will need to make up an additional ¼ day (1 and ½ hours for 30/hr/wk employees or 1 and ¾ hours for 35 hr/wk employees). This additional make-up time may be worked at any point throughout the summer but employees and supervisors are cautioned not to work more than a 10 hour shift at any time).*

*** (Note: During the week of Monday, June 29, the college will be closed Friday, July 3rd. Employees do not work a compressed schedule for observance of the federal holiday, Independence Day. Instead, all employees will work their regular 6 or 7 hour work day, depending if they are eligible for shorter hours.*

*(Note: When making up hours, you **do not** have to make entries on the designated **Fridays**).*

•OPTION A – Charge 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 twelve (12) 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.</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.</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 Monday – Thursday (only) 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 ½ hours (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>
½ an hour	0.08	5 ½ hours	0.92
45 minutes	0.13	5 hrs & 45 min	0.96
1 hour	0.17	6 hours	1.00
1 ½ hour	0.25	6 ½ hours	1.08
1 hr & 45 min	0.29	6 hrs & 45 min	1.13
2 hours	0.33	7 hours	1.17
2 ½ hours	0.42	7 ½ hours	1.25*
2 hrs & 45 min	0.46	7 hrs & 45 min	1.30
3 hours	0.50	8 hours	1.33
3 ½ hours	0.58	8 ½ hours	1.42
3 hrs & 45 min	0.63	8 hrs & 45 min	1.46
4 hours	0.67	9 hours	1.50
4 ½ hours	0.75	9 ½ hours	1.58
4 hrs & 45 min	0.79	9 hrs & 45 min	1.63
5 hours	0.83	10 hours	1.67
* Equivalent to one (1) compressed summer schedule work day for staff eligible for shorter hours.		<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time bank(s):</u>
		½ an hour	0.07
		45 minutes	0.11
		1 hour	0.14
		1 ½ hour	0.21
		1 hr & 45 min	0.25
		2 hours	0.29
		2 ½ hours	0.36
		2 hrs & 45 min	0.39
		3 hours	0.43
		3 ½ hours	0.50
		3 hrs & 45 min	0.54
		4 hours	0.57
		4 ½ hours	0.64
		4 hrs & 45 min	0.68
		5 hours	0.71
		5 ½ hours	0.79
		5 hrs & 45 min	0.82
		6 hours	0.86
		6 ½ hours	0.93
		6 hrs & 45 min	0.96
		7 hours	1.00
		7 ½ hours	1.07*
		7 hrs & 45 min	1.11
		8 hours	1.14
		8 ½ hours	1.21
		8 hrs & 45 min	1.25**
		9 hours	1.29
		9 ½ hours	1.36
		9 hrs & 45 min	1.39
		10 hours	1.43
		*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 hour staff 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 at humanresources1@fitnyc.edu with any questions.