



## FULL-TIME WORK SCHEDULE CHANGES EFFECTIVE SUMMER, 2009

Effective this summer, 2009, all full-time employees' work schedules will be as follows (these dates will vary by calendar year):

- Beginning with the week of May 25, 2009, eligible full-time staff 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.
- **Beginning the week of Monday, July 6, 2009 through Friday, August 7, 2009**, the college is will be closed on Fridays thereby providing a four (4) day work week. Employees will make up their Friday hours Monday – Thursday.
- Monday, August 10, 2009 through Sunday, August 23, 2009, eligible full-time staff resume their summer hours (30 hours per week / 6 hours per day, 5 days per week)
- Monday, August 24, 2009 Convocation. 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 assistants, 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:

$$\begin{aligned} 9 - 12 &= 3 \text{ hours} \\ 12 - 1 &= 1 \text{ hour for lunch} \\ \underline{1 - 4} &= 3 \text{ hours} \end{aligned}$$

### **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:

$$\begin{aligned} 9 - 12 &= 3 \text{ hours} \\ 12 - 1 &= 1 \text{ hour for lunch} \\ \underline{1 - 5} &= 4 \text{ hours} \\ \text{Total} &= 8 \text{ hours (7 hours of work and 1 hour lunch)} \end{aligned}$$

**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 attached *Deduction Schedule* 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:**

**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 = 3 ½ 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, the **employee will charge 1 ½ hours by reporting 0.25 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, the **employee will charge 1 hour by reporting 0.17 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 30 minutes and as such, employees who are absent a full day should charge their time banks 1.21 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:**

**WITH 1 HOUR LUNCH**

9 – 12 = 3 hours  
 12 – 1 = 1 hour lunch  
1 – 6:30 = 5 ½ hours  
 Total = 9 ½ hours

(8 ½ hours of work and 1 hour lunch)

**WITH 30 MINUTE LUNCH**

9 – 12 = 3 hours  
 12 – 12:30 = ½ an hour lunch  
12:30 – 6:00 = 5 ½ hours  
 Total = 9 hours

(8 ½ hours of work and ½ hour lunch)

**OR**

**WITH 1 HOUR LUNCH**

8 – 12 = 4 hours  
 12 – 1 = 1 hour lunch  
1 – 5:30 = 4 ½ hours  
 Total = 9 ½ hours

(8 ½ hours of work and 1 hour lunch)

**WITH 30 MINUTE LUNCH**

8 – 12 = 4 hours  
 12 – 12:30 = ½ an hour lunch  
12:30 – 5:00 = 4 ½ hours  
 Total = 9 hours

(8 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 8 hours and 30 minutes back to 7 hours.

For example:

- If an employee works Monday through Thursday, 8 – 5:30, with 1 hour for lunch, he/she does not charge any time bank.
- If an employee works Monday through Thursday, 8 – 5:00, with ½ an hour for lunch, he/she does not charge any time bank.
- If an employee works Monday – Thursday, 8 – 4 with 1 hour for lunch, the **employee 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 - Thursday 8 – 4, with ½ an hour for lunch, the **employee will charge 1 hour by reporting 0.14 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>Employee should charge this amount to their appropriate time bank(s):</u>
½ an hour	0.08
1	0.17
1.5	0.25
2	0.33
2.5	0.42
3.0	0.50
3.5	0.58
4.0	0.67
4.5	0.75
5	0.83
5.5	0.92
6	1.00
6.5	1.08
7	1.17
<b>7.5</b>	<b>1.25*</b>
8	1.33
8.5	1.42
9	1.5
9.5	1.58
10	1.67

**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 ½ hours 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 ½ hours. Therefore, **if you are absent a full day** (vacation, sick, personal, optional, or free), **you should charge 8 ½ hours by reporting 1.21 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 1.21 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	0.07
1	0.14
1.5	0.21
2	0.29
2.5	0.36
3.0	0.43
3.5	0.50
4.0	0.57
4.5	0.64
5	0.71
5.5	0.79
6	0.86
6.5	0.93
7	1.00
<b>7.5</b>	<b>1.07*</b>
8	1.14
<b>8.5</b>	<b>1.21**</b>
9	1.29
9.5	1.36
10	1.43