



SUBJECT: Flex Work Schedule

REFERENCE:

1. PURPOSE

To provide an option for flexible work schedules during the summer months for twelve month employees.

2. SCOPE AND APPLICABILITY

All twelve month employees.

3. DEFINITIONS

4. POLICY

Summer flexible work schedules may be offered by the President on a year to year basis.

5. BACKGROUND OR EXCLUSIONS

Examples of possible schedules for a 37 ½ hour work week.

1. 8:00 - 4:30 M-F with 1 hour lunch daily
2. 8:00 - 4:00 M-F with ½ hour lunch daily
3. 8:00 - 5:00 M-Th with ½ hour lunch daily, and
8:00 - 11:30 F
4. 1:00 - 5:00 M
8:00 - 5:00 T-Th with ½ hour lunch daily , and
8:00 - 4:30 F with ½ hour lunch

6. GENERAL PROVISIONS

- A. Summer flex hours will begin on the first Monday following Memorial Day and conclude the last Friday in July.
- B. All offices must remain open from 8:00 a.m. through 4:30 p.m., Monday through Friday except for holidays.



- C. All offices must be staffed by at least one regular employee between 8:00 a.m. and 4:30 p.m.
- D. All schedules must provide a 37 ½ hour work week.

7. RESPONSIBILITIES AND PROCEDURES

- A. Switchboards and telephone service will be open from 8:00 a.m. to 4:30 p.m. at all locations.
- B. Office coverage schedules must be planned in advance in consultation with and approved by area supervisors. Once a schedule is approved, it will remain in effect for the flex schedule term unless there is sufficient need demonstrated for a change.
- C. Campus Managers/Directors must approve work schedules at their respective campus locations.
- D. At each campus location and the district office, half of the work force will lunch from 12:00 to 12:30 p.m. and half lunch from 12:30 to 1:00 p.m. Employees who work their regular schedule during summer flex term may continue one hour lunch periods. Supervisors are responsible to ensure schedules provide appropriate office coverage during lunch periods.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000