

Memo

From: Human Resources

Date: 6/19/2013

Re: Adjusted Work Schedule

Normal College business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. See College Policy and Procedure 3.04 Hours of Work/Telephone Coverage, <http://www.slcc.edu/policies/docs/c2s03-04.pdf>

A variety of work schedules may be requested to supervisor as long as the minimum 40 hour work week is maintained. If flexible scheduling is used, departments must arrange solutions to provide coverage.

Assignments that differ from normal business hours are to be scheduled by the appropriate supervisor. Employees desiring a flexible working schedule should contact their supervisor.

Example:

- An employee whose normal work schedule is M-F 8:00 a.m. to 4:30 p.m., could work 4 10's by adding 2 hours to the normal work schedule.

Holidays

Full-time employees earn eight hours of time worked on a holiday. The employee may have a combination of both work and/or vacation time for a total of 32 hours to complete a 40 hour work week. During such times, the supervisor and the employee should discuss what will be worked and submitted prior to the holiday.

If there are further questions regarding adjusted work schedules, please contact Human Resources at ext. 4210.