

WORK SCHEDULE

SUMMER FLEX WORK SCHEDULE

Edison State Community College is pleased to offer a summer flex work schedule option to allow employees more flexibility during the summer months. This will be offered beginning with the Monday following commencement and ending the Friday preceding the second Monday in August, subject to change per the needs of the college. For any questions regarding this procedure, please consult with the Executive Director of Human Resources. You do have the option to begin the flex work week after your children have finished their school year.

REQUIREMENTS:

1. All departments will offer a 5-day work schedule to serve the needs of the college.
2. Supervisors are responsible for ensuring that the business operations of the college are met Monday – Friday.
3. Employees will have the option to select a flex schedule through pre-approval from their immediate supervisor by April 15 of each year. For those employees working less than full time, your schedule/hours will be prorated accordingly.
4. Once the summer flex schedule has been approved, the schedule will remain in place throughout the summer. If there is a reason that you return to your normal 5-day work schedule per supervisor approval, the 5-day schedule will remain in effect for the remainder of the summer.
5. Abuse of the summer flex schedule will result in immediate reinstatement of your normal 5-day work week schedule.
6. Vacation hours *may not* be used to supplement your daily schedule/make up your 40 hours (prorated for part-time employees). (i.e. taking 1 or 2 hours of vacation per day throughout the summer is not permitted.)
7. See attached form for optional summer flex work schedules.
 - a. One-hour lunch is recommended and a half-hour lunch is mandatory.

PROCEDURE:

- Meet with your immediate supervisor to select one of the schedules listed on the attached form by April 15.
- Recognize that the selected schedule is now your official work schedule for the duration of the summer.
 - a. No adjustment to the schedule will be allowed.
 - b. No changing or switching “off-days” will be allowed without pre-approval of your supervisor.
 - c. You may not work the selected schedule intermittently. The selected schedule will be worked consistently throughout the summer.
 - d. All scheduled work hours must be worked or appropriate leave must be submitted.
 - e. You may be disqualified from participation if any misuse of time and attendance requirements occurs.

- Reversion: Under certain circumstances such as operational necessity, misuse of leave, non-productive work hours, personal reasons, etc., an employee may be directed or employee may request to revert to his/her normal 5-day work schedule.
 - a. The reversion must be preapproved by your supervisor.
 - b. Supervisor must notify HR of reversion.
- Leave: Time away from work and leave accrual will be handled as follows:
 - a. Sick and vacation leave will continue to be earned based on your regular FTE status.
 - b. All sick/vacation time that you are absent from work as determined by your alternate flex summer work schedule will be charged on an hour-for-hour basis.
- Holidays: During the summer, the college will observe two holidays – Memorial Day and July 4th.
 - a. If the holiday falls on your scheduled work day you will receive 8 hours of holiday pay, prorated for part-time employees (.75 FTE = 6 hours of holiday pay/.50 FTE = 4 hours of holiday pay). Work options for holiday weeks, to be preapproved by your supervisor, include:
 - Employee may return to their regularly scheduled 5-day work week during the holiday week, or
 - Employee may make up the additional hours above the 8 hours (prorated for part-time) of holiday pay within the same holiday week.
 - b. If the holiday falls on a day that you are not scheduled to work, you will be given an 8-hour holiday off within the same work week, prorated for part-time employees, to be pre-approved by your supervisor.
- Maintenance staff should meet with your immediate supervisor to work out a summer flex work schedule. Once completed, the summer flex work schedule should be forwarded to HR.

MANAGEMENT OF THE SUMMER FLEX WORK SCHEDULE:

1. Supervisors are required to monitor attendance and work product, ensuring that operational efficiency and the level of service to students, employees, and the college community does not diminish as a result of the flex summer work schedules.
 - a. Supervisors are requested to continuously evaluate the schedules throughout the summer, ensuring that performance levels are maintained despite extended work hours, that coverage of offices and the level of service to all constituents does not deteriorate, and that employee attendance matches the selected flex work week schedule.
 - b. If, in order to ensure office coverage during normal working hours, the supervisor determines that an employee cannot work according to his/her selected flex work week schedule during a particular week, the supervisor may direct the employee to revert to the standard 5-day work week schedule for that week. An employees' reversion to the standard schedule may also be necessary in the event of medical or other unanticipated extended leave.
 - c. Any deviation from these guidelines may result in an employee's or department's disqualification from the summer flex work week option.

RELATED DOCUMENTS

1. Summer Flex Work Schedule Request Form