

DATE: February 27, 2012  
TO: The College Community  
FROM: Human Resources  
RE: Summer Flex Schedules

**Friday, June 1, 2012 – Thursday, August 16, 2012**

We are pleased to communicate that the College will offer an opportunity for employees to participate in a Summer Flex Schedule beginning Friday, June 1 through Thursday, August 16, 2012. The benefit of working a summer flex schedule is an opportunity to work differently while maintaining our commitment to serve our students, community and our college community. It is imperative departments work together to minimize any impact on service and productivity.

After review of past summer flex schedules and discussion with the President's staff, the following guidelines and options will guide this year's summer flex schedules.

These guidelines and options apply to all 35- and 40-hour employee work schedules.

**OPTIONS - Only two options this summer:**

- **Maintain official college work schedule 8:45am – 4:45pm Monday – Friday(one hour lunch)**
- **Longer day schedule:** four day work week, 8.75 hour or 10 hour shift in addition to a 30 minute lunch break. Flex days must be either Monday or Friday.

**GUIDELINES**

- Offices must cover core operating hours so that all services are maintained:
  - 8:45am – 4:45pm Monday – Friday
- Building Services, Facilities and Public Safety schedule shifts as needed.
- The needs and deadlines of each department and appropriate service to our students and community prevail.
- Suspend all alternate work schedules **UNLESS** they are deemed necessary to carry out the business of the department or maintain a level of service. Continuation of alternate work schedules during the summer flex period will require the review and approval of the President's staff member responsible for the area.
- Summer flex schedules may not be possible in every department.
- If necessary, supervisors may suspend summer flex schedules due to unforeseen changes in schedules, vacation requests or work demands. Summer flex is an offered benefit; it is not a guaranteed entitlement for any one department or employee.
- Once established, employees should adhere to the approved summer flex schedule.

- Employees should utilize out of office voice/phone and Outlook messages advising of their absence. [i.e. I am out of the office today, please contact (name) at the following extension to receive assistance] Please leave clear directions so people know who is available to assist them in your absence.

**Each member of President's staff is requested to provide Human Resources a complete outline of approved summer flex schedules and approved alternate schedules for their areas by May 1, 2012.**

Please contact the following Human Resources representatives if you have any questions.  
Alberta Lee, ext. 2106, Martha Maher-Garcia, ext. 2114, Holly Cicconi-Eggleston, ext. 2119,  
Karen Rheinheimer, ext. 2113.

Thank you.