SUMMER OFFICE HOURS AND EMPLOYEE WORK SCHEDULES PROCEDURES

New River Community and Technical College may operate an alternate office-hour schedule for the summer and approve optional work schedules for employees. The purpose is to create flexible work schedules, while providing important and necessary services to our students and the communities we serve. These guidelines are subject to annual review and approval by the president.

A. Operating Principles

1. Supervisors have the authority to decline summer work schedules for their employees.
2. Supervisors have latitude regarding operational hours of their units. Such discretion may result in different work hours at different campus locations. An employee may not be approved for an optional work schedule due to the nature and service needs of an office.

B. The summer schedule will begin on Tuesday after Memorial Day. The regular work schedule will resume on the Monday after Summer School ends.

C. Hours of Operation

Offices will be open and staffed from 8 a.m. until 5:00 p.m., Monday through Friday:

1. In unusual circumstances, the responsible administrator may approve an exception to the above hours of operation.
2. Employees who believe services to the public will be negatively impacted may petition the responsible administrator to adjust these hours.

D. Permissible Work Schedules. A supervisor may approve one of the following work schedules for full-time employees:

1. Four days with hours equivalent to 37.5 hours
2. Four 8 1/2 -hour days and one 3 1/2 -hour day
3. Five 7 1/2 -hour days

E. Date of Approval of Summer Schedules. Summer schedule must be approved and submitted to the Human Resources Office by each supervisor no later than May 15th.

Reviewed: April 30, 2008