

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 8

TITLE: Summer Office Hours and Employee Work Schedules

EFFECTIVE DATE: May 30, 2008

1. PURPOSE

To provide guidelines for New River Community and Technical College to operate an alternate office-hour schedule for the summer. The purpose is to create flexible work schedules, while providing important and necessary services to our students and the communities we serve.

2. SCOPE AND APPLICABILITY

This procedure applies to all employees.

3. PROCEDURES

A. Summer Modified Work Schedule

- i. The summer modified work schedule will begin on Monday following graduation. The regular work schedule will resume on the Monday after the last full week of July.

B. Summer Hours of Operation

- i. All College offices will be open and staffed during core working hours from 8 a.m. until 5:00 p.m. (with 30 minute lunch break), Monday through Thursday. The College offices will be CLOSED on Fridays.

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

- i. 7:00 a.m. – 5:00 p.m. (30 minute lunch period) Monday-Wednesday and Thursday 7:30 a.m. – 5:00 p.m. (30 minute lunch period) to equal 37.5 hours
- ii. 7:30 a.m. – 5:30 p.m. (30 minute lunch period) Monday-Wednesday and Thursday 7:30 a.m. – 5:00 p.m. (30 minute lunch period) to equal 37.5 hours
- iii. 8:00 a.m. – 6:00 p.m. (30 minute lunch period) Monday-Wednesday and Thursday 8:00 a.m. – 5:30 p.m. (30 minute lunch period) to equal 37.5 hours
- iv. Employees with a regular schedule to work Saturday or hours outside the summer hours of operation should have their schedule adjusted by their immediate supervisor to reach 37.5 hours working Monday - Thursday.
- v. Employees that are unable to work the summer modified work schedule hours must request annual leave for any period of time absent through the leave management system. The total hours worked and approved annual leave must equal 37.5 hours per week. In unusual circumstances, the Vice President or Chief Administrator for the employee's area may approve other

work hours. However, all offices and buildings will be CLOSED on Fridays. Thus, no employee is allowed to work on campus on Fridays.

- vi. Supervisors needing assistance with summer work schedules should contact the Office of Human Resources for assistance.

D. Date of Approval of Summer Schedules. Each employee's summer schedule must be approved and submitted to the Human Resources Office by each supervisor no later than April 24th.

E. Approval of Guidelines

- i. These guidelines are subject to annual review and approval by the president.

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: President Office, Human Resources Office, Vice Presidents, Deans, Directors, Supervisors

Reviewed: 05/02/2011, 4/17/2013

Revised: 4/15/2014, 4/27/2015, 3/9/2016, 4/7/2017