



Memo

Office of Human Resources
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To: All Faculty and Staff

From: Kristin Lovig – Office of Human Resources

Subj: Summer Flextime and Attire

Summer Flextime

As in previous years, Grinnell College is offering a flextime option during the summer. Employees will continue to work their regularly scheduled number of hours. Offices will remain open for normal business operations, including lunchtime, and will be properly staffed to meet the needs of those they serve. Phones should be forwarded to another department if unstaffed for any reason. The use of the voice mail system is not acceptable to cover an office.

The ability to accommodate summer flextime may vary by department and is subject to supervisor approval. Supervisors are encouraged to discuss with employees particular times when summer flextime may not be feasible, taking into consideration the availability of personnel, department size, impact on co-workers, department activities and other business and operational needs.

Summer flextime will be available from Monday, June 1, 2009, through Friday, August 7, 2009. During that time, office hours may be changed to 8 a.m. to 4:30 p.m., Monday through Friday, with a one-half hour lunch period. Regular office hours of 8 a.m. to 5:00 p.m. will return on Monday, August 10, 2009.

Summer Attire

As stated in the Grinnell College staff handbook, Grinnell College wishes to present a professional image to the different individuals and constituencies visiting the campus. Employees are expected to exercise common sense, and dress in a manner that is in keeping with their responsibilities. Employees who have questions regarding departmental attire should seek guidance from their supervisor.

If you have general questions about summer flextime or attire, please contact the Office of Human Resources at extension 4818.