GRINNELL COLLEGE

*Memo*

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To: All Faculty and Staff

From: Kristin Lovig, Director of Human Resources

Subj: Office hours, compressed work weeks and flextime during the summer

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I am pleased to announce the following enhancements to what is commonly referred to as "summer hours". A newly modified program will be offered this summer as a pilot project, designed to recognize campus climate survey comments about the need for better work-life balance. The program begins **Monday, June 9, 2014,** and ends **Friday, August 1, 2014.**

All non-bargaining unit staff have two work schedule options to discuss with their supervisor.

1) A regular schedule of Monday through Friday.
2) A compressed work schedule of four, ten-hour days, to allow for either Monday or Friday off.

***Note:*** Some supervisors may deem it necessary to offer days other than Monday or Friday off in order to preserve the quality of service delivery. Supervisors who find this necessary must review their staffing proposal and receive approval in advance from the VP overseeing their area before proceeding.

**Office hours**

As in previous years, the College will allow offices and services to close at 4:30 p.m. Staff will take half-hour lunch breaks to account for the early closure. Offices and services will remain open for normal business operations, including during lunchtime, and will be properly staffed to meet the needs of those they serve.

**Compressed work weeks and flextime**

A compressed work week arrangement is available to all eligible staff with supervisor approval. When summer office hours are in effect, regular work hours may be changed to four, ten-hour days to allow for either Monday or Friday off (similar schedules may be arranged for part-time staff).

**Flextime schedules**

Flextime will be applied to account for a ten-hour day. Staff working ten-hour days must be present during core work hours of 8:00 a.m. – 5:00 p.m. (Offices will continue to close at 4:30 p.m.)

Typical full-time flextime schedules are:

6:30 a.m. – 5:00 p.m.
7:00 a.m. – 5:30 p.m.
7:30 a.m. – 6:00 p.m.
8:00 a.m. – 6:30 p.m.

**Timecard reporting**

- **Non-exempt employees** (Paid hourly; eligible for overtime):
  Work schedule: Record hours actually worked. Arrival and departure times may vary depending on the flextime schedule, but for most individuals daily totals will be 10 hours.

- **Exempt employees** (Paid a salary; not eligible for overtime):
  Exempt employees report vacation and sick time taken, not hours worked.
  Vacation time: Record 10 hours for a full day; 5 hours for a half-day.
  Sick time: Record sick time in one-hour increments.

  **Holiday exception**
  For the week including July 4th (Independence Day), all employees will return to their regular eight-hour work day schedule Monday through Thursday. Compressed work schedule arrangements will be suspended during this week.

**Expectations of Staff:**

- Staff will continue to work their regularly scheduled number of hours.
- Staff will take half-hour lunch breaks. Skipping lunch or stacking breaks in order to arrive later, extend a lunch hour, or leave early is not allowed.
- Once approved, staff must stay with their work schedule choice through the summer. Staff may not choose to work regular hours one week and a compressed week on others; or switch Mondays and Fridays off with co-workers. Such changes cause unreliable availability to other colleagues on campus.
- Staff must be transparent about their work schedule and communicate it to colleagues, so others know when they are available. Best practice is to include the work schedule in the email signature and to set out-of-office notices.
- Staff may need to temporarily adjust their schedule if requested by the supervisor to meet operational demands.

**Guidelines for Supervisors:**

- Performance expectations of staff remain the same and should not be relaxed over the summer.
- Supervisors are encouraged to consider creative ways to staff the office, without negatively affecting department operations, so that all eligible staff may participate in the program. For example, cross-training staff where applicable.
- Supervisors should encourage staff to take a morning and afternoon break of 15 minutes.
- There will be no split shifts, meaning that a person may not be absent for part of a work day and then return later in the evening to finish the shift; for example, work 7:30 a.m. – 3:30 p.m. and then 6:00 p.m. – 8:30 p.m. Staff working ten-hour days need to be present during core work hours.
- Telework should not be offered as a means to accommodate a compressed work schedule. Remember that all telework, even if only for a few hours in a day, requires HR approval.
- Supervisors need to be attentive that schedules, once approved, are worked as agreed upon and that the rules outlined in this document are followed. Supervisors are expected to address concerns when they arise.
- Supervisors need to communicate approved work schedules with all individuals in the department or division.
- Supervisors should consult with HR for guidance when necessary. In order for this program to be successful, it is important to have consistent practices across departments.

Supervisors are encouraged to do their best to accommodate staff participation in summer hours, compressed work schedules, and flextime wherever possible. They should carefully explore scheduling options to ensure quality service delivery, while also taking into consideration availability of personnel, department size, impact on co-workers, department activities, and other business and operational needs. Some departments may not be able to switch to summer office hours, because of the services they provide. Likewise, some positions may not be suited to a compressed work schedule, because doing so would hinder department operations. Supervisor judgment will be key to successful scheduling.

As a pilot project, we will monitor the program through the summer. I invite people to provide feedback, both positive and negative, to me or any member of the Staff Council. The viability of the program will depend upon; 1) the success of offices in meeting their responsibilities, 2) proper utilization of the program, and 3) the effect on campus morale, which I hope to be positive.

If you have questions about summer office hours, compressed work schedules or flextime, please contact any of us in HR at ext. 4818.

Have a safe and enjoyable summer!