Procedure Narrative

Notification Process: Upon the approval by the appropriate parties, the supervisor will inform the human resources director of any changes in the work schedule for the employee(s) involved including a sample work schedule and any time limits or restrictions. Notification is accomplished by formal memorandum to human resources, signed by the employee and the appropriate authority, and is filed in the employee’s personnel file.

Compressed Work Week Definition: A compressed workweek is a 40-hour workweek that is condensed into fewer than five days. The most common formula for a compressed workweek is four 10-hour days per week. Days off may vary among individuals.

Holiday Pay: All benefit-eligible employees of like classification shall be treated equitably with regard to hours of employment, holidays, and sick and vacation leave. Appointing authorities will suspend all alternate work schedules and revert to a standard workweek during holiday weeks in order to ensure equity among members of each classification. A standard workweek is Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 2:30 p.m. or what is considered as the published standard workweek for that department prior to this procedure. Employees on an alternate work schedule will
fall under the general guidelines for holidays as all members of the affected job classification equally.

Example: Thanksgiving Week – All employees work 7:30 a.m. to 5:00 p.m. on Monday and Tuesday and will receive Wednesday, Thursday, and Friday as paid holiday time. An employee working a compressed workweek would follow the same schedule, and the compressed workweek begins again the following week.

   a. Example: Weeks in which holidays fall on a Monday – All employees will receive Monday as paid holiday time, and will report to work 7:30 a.m. to 5:00 p.m. on Tuesday through Thursday and work Friday 7:30 a.m. to 2:30 p.m. Alternate work schedule employees will revert to their alternate schedule the week following the holiday week.

   b. Example: Holidays that fall on variable or days other than Monday – the week will reflect that day as a paid holiday and the balance of the work week will be the standard workweek. Alternate work schedule employees will revert to their alternate schedule the week following the holiday week.

Campus Closure Days: All weeks that include a planned campus closure are to be considered the same as holidays in that the standard workweek will be observed. In the case of unplanned closures, the scheduled hours the employee was to work during the closure should be considered worked by the employee.

Vacation Leave Accrual and Usage: Vacation for alternate schedules will be accrued at the same rate as all members of the affected job classification equally. Therefore, that standard college workweek is to be observed when accruing or utilizing vacation leave, hour for hour. Utilization for all employees who accrue vacation leave is to be reported by the employee to the department head or designated assistant (except exempt staff who report for actual hours greater than or equal to four hours) who will then report usage on their time entry.

Sick Leave: Is to be accrued and utilized in the same manner as stipulated above for vacation leave for exempt and non-exempt employees.