

Summer Compressed Work Week - Questions and Answers:

- Q1. Why are we doing this?
-Similar to the winter shutdown, this is to accommodate employees, to encourage work/life balance and conserve utility and other related costs.
- Q2. What buildings are affected?
-For 2011, this applies to the Brockport campus. MetroCenter, REOC, and Visual Studies will **not** be participating in this program for the summer of 2011.
- Q3. What are the start and end dates?
-Starting on Thursday, May 26, 2011 and ending on Wednesday, August 17, 2011.
- Q4. What buildings will remain open and have air conditioning after noon on Friday?
-Similar to the winter shutdown, and based upon operational needs, some buildings will remain open. The actual listing will be available shortly. Please check the Human Resources website for additional details in the future.
- Q5. What are the hours for Drake Library?
- We are changing Drake's summer hours to better align with the compressed work week program. Please click on the link below to Drake Library for details such as hours.
<http://www.brockport.edu/library/>
- Q6. What about summer programs, conferences, SOAR, etc., that fall on a Friday?
- The campus will be hosting orientation programs: Student Orientation, Advisement and Registration (SOAR), campus tours, conferences and various events. Offices that serve students will be expected to extend their hours to accommodate the program on these dates.
- Q7. What if I can't flex my schedule?
- Employees who are unable to participate in this program, or who have special circumstances which affect their full participation in the program, should discuss this matter with their immediate supervisor. Special accommodations will be made, which include providing an alternative work site for those who need to work five days a week or use appropriate leave accruals.
- Q8. What alternative work locations will there be?
-The listing of alternative locations will be available shortly. Please check the Human Resources website for additional details in the future.
- Q9. Can I work from home on Friday mornings?
-No, the College (and State) does not support telecommuting as an alternative work location.
- Q10. What food service will be available on Fridays?
- Please check the link below to the Brockport Auxiliary Services Corp. (BASC) website for details such as locations, and hours.
http://www.basc1.com/Dining_Services/hours_of_service.htm#summer_hours

- Q11. Who locks up?
-Each department should coordinate the security measures for this period of time. Existing schedules and protocols for securing offices and work areas will be followed and/or adjusted as needed.
- Q12. What parking is available and/or restricted after noon on Fridays?
-Similar to the winter shutdown, the campus will have open parking after noon on Fridays during this period.
- Q13. How much do I charge leave time during this period?
- Leave must be charged for the amount of time scheduled to work on days off. For example, if a classified employee works 9 hours each Monday and takes a Monday off, he/she must charge 9 hours of time.
- Q14. Can I take all of Friday off?
- All requests for leave should be requested in advance and coordinated with your supervisor.
- Q15. Can I skip lunch and leave early?
- Employees are required to take meal breaks if they are working a shift of more than six hours; they cannot use meal breaks or rest periods to shorten their workday.
- Q16. How are holidays handled?
- Holidays are equivalent to 7.5 or 8 hours depending on your normal work day schedule. If Monday May 30, 2011 and Monday, July 4, 2011 are 9 hour work days, employees would get 8 hours of holiday time and would need to charge 1 hour to any accrual type (excluding sick).

- If a classified employee works 9 hours on a holiday, they are entitled to 8 hours of holiday pay, or time if they have a waiver. The hours worked must correspond with the employee's normal shift.
- Q17. What about Staples deliveries on Friday?
-All Staples order should be placed on Monday, Tuesday or Wednesday to ensure delivery when departments are open. All vendors will be notified that buildings will be closed at noon on Friday to ensure proper processing of deliveries.
- Q18. What should my voicemail and email say?
-Please update both your voicemail and your email to reflect that due to energy conservation, buildings will close at noon on Friday.
- Q19. What will the Bookstore hours be?
-Monday through Thursday 8 am to 4 pm and Friday 8 am through noon unless a student event is scheduled on that Friday.