



**The College at Brockport
State University of New York**

Category: Office of Human Resource

Responsible Office: Human Resources

**Policy Title: Summer Compressed Work
Week - 2011**

Policy:

In an effort to accommodate employees, to encourage work/life balance and conserve utility and other related costs, the College at Brockport is adopting a Summer Compressed Work Week. Operational needs are paramount and will be considered in all decisions regarding the Summer Compressed Work Week. All offices must be available to serve constituents from 8:00 am through 4:00 pm Monday through Thursday and 8:00 am through 12:00 pm noon on Friday.

Employees may choose to work more hours some days to allow for reduced hours on Friday when the campus will minimize operations at 12:00 pm noon. Employees may also choose to charge appropriate leave accruals, if preapproved by their supervisor. The change in hours does not alter an employee's duties or obligation as may be contained in any law or negotiated agreements.

Eligibility:

- Full-time active status classified employees such as secretarial, clerical and maintenance except for those who work shift operations (i.e. Heating, UP).
- Full-time professional employees including those designated as Management/Confidential.

Guidelines and Rules:

1. Operational needs must be met as determined by supervisor and approved by Vice President/Provost.
2. Employees are required to fulfill their usual number of work hours.
3. Employees have no change to salary and/or benefits.
4. Employees continue to accrue leave at their appropriate rate.
5. Leave must be charged for the amount of time scheduled to work on days off.
6. Employees' schedules are fixed for the duration of the Summer Compressed Work Week (i.e., arrival and departure times; same day off each week or each pay period).
7. Employees are required to take meal breaks; they cannot use meal breaks or rest periods to shorten their workday.

8. The College will pilot this program during the summer of 2011. At the conclusion of this time period, management will evaluate its effectiveness and make a determination of the option of offering future similar programs.

The **Example of Summer Compressed Work Week:**

Hours are to be determined by the supervisor and approved by the Vice President/Provost or his/her designee within the designated core hours.

➤ 37 ½ hour employee:

- Work 33.50 hours Monday through Thursday with a half-hour for lunch; 4 hours on Friday with no lunch break.
- One example is Monday and Tuesday 8:00 am through 5:00 pm with a half-hour for lunch; Wednesday and Thursday 8:00 am through 4:45 pm with a half-hour for lunch and 4 hours on Friday with no lunch break.

➤ 40 hour employee:

- Work 36 hours Monday through Thursday with a half-hour lunch; 4 hours on Friday with no lunch break.
- One example is Monday through Thursday 8:00 am through 5:30 pm with a half-hour for lunch; 8:00 am through 12:00 pm noon on Friday with no lunch break.

PLEASE NOTE:

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.

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. The supervisor must contact the Office of Human Resources as soon as possible to review options. 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.

MetroCenter, REOC, and Visual Studies will **not** be participating in this program for the summer of 2011.

Reference(s):

2011 Effective Dates are: Thursday, May 26, 2011 through Wednesday, August 17, 2011.