

Summer Hours Program FAQ's for 2009

The Summer Hours Program, as modified for 2009, provides that all offices will be open Monday through Friday from 8:30 am to 5:30 pm. The Summer Hours Program will begin Monday, July 6 and end Friday, August 14, 2009. Most office employees will work longer hours each day and most office employees will have one day off each week during Summer Hours.

Question #1: What is the designated period of time for the 2009 Summer Hours Program?

Answer: Summer Hours Program begins Monday, July 6 and ends Friday, August 14, 2009.

Question #2: Who will determine staffing in order to be open Monday through Friday?

Answer: Each department needs to schedule their employees so that departments are open Monday through Friday during the period of Summer Hours.

Question #3: Who is eligible for the Summer Hours Program?

Answer: Regular, full-time *office employees* who are on the Centenary College payroll and who are actively at work during the Summer Hours Program.

Note: Non-*office* employees, part-time employees and temporary staff (employees hired by Centenary College for a temporary period of time, employment agency temporary workers and any other non-Centenary payroll individuals) should continue to work the hours for which they were hired.

NON-EXEMPT (OVERTIME ELIGIBLE) EMPLOYEES

Question #4: What is the normal work week for non-exempt (overtime eligible) staff during Summer Hours?

Answer: The normal work week is 32 hours during Monday through Friday, 8:30 am through 5:30 pm with a one hour unpaid lunch break, **or** a similar arrangement based on operational needs.

Question # 5: How should hours worked be recorded on timesheets for non-exempt (overtime eligible) office staff during Summer Hours?

Answer: Time worked should be recorded accurately on timesheets.

If an 8 hour day is worked, then 8 hours should be recorded.

For the Summer Hours Day Off, "SUM" needs to be recorded on the timesheet for that day.

When "SUM" is recorded, then the College will provide 3 hours pay for non-worked time on the Summer Hours Day Off in order for the work week to total 35 hours.

Question #6: How should time be recorded for non-exempt office staff (overtime eligible) when the employee takes a vacation day, sick day, personal holiday or floating holiday?

Answer: For each day when paid time off is used, (vacation, sick, personal holiday or floating holiday), 8 hours will be charged to that time bank since normal daily work time during Summer Hours is 8 hours.

Example A:

An employee schedules a vacation day on Monday and is scheduled to have Friday as their Summer Hours day off:

8 hours is charged to vacation since normal daily work time during Summer Hours is 8 hours.

Tuesday through Thursday is worked 8 hours per day: 8 hours per day x 3 days = 24 hours.

Therefore the work week will be 8 hours of paid vacation plus 24 hours worked = 32 hours.

For the Summer Hours Day Off, “SUM” needs to be recorded on the timesheet for that day.

When “SUM” is recorded, the College will provide 3 hours pay for non-worked time on the Summer Hours Day Off in order for the work week to total 35 hours.

Example B:

An employee has Monday as their scheduled Summer Hours day off and schedules Tuesday through Friday as vacation time:

8 hours per day x 4 days worked = 32 hours charged to vacation.

For the Summer Hours Day Off, (Monday in this example), “SUM” needs to be recorded on the timesheet for that day.

When “SUM” is recorded, then the College will provide 3 hours pay for non-worked time on the Summer Hours Day Off in order for the work week to total 35 hours.

Question #7: Who is responsible for creating employee work schedules and maintaining coverage during Summer Hours?

Answer: Each department is responsible for creating employee work schedules and maintaining coverage in order to remain open Monday through Friday during Summer Hours. Each Office will establish a method of scheduling that best suits their needs, (i.e., rotation of days off among the staff; Mondays off for some staff/ Fridays off for other staff, etc.). Work schedules within each office will be tracked by the respective office and not by the Payroll Office or the Human Resources Department.

Question #8: How do Summer Hours impact vacation that has already been scheduled?

Answer: Vacation schedules should be reviewed to insure adequate coverage during these months. (also see Question #8 above)

EXEMPT (OVERTIME INELIGIBLE) STAFF

Question #9: How does the Summer Hours Program affect exempt (overtime ineligible) staff?

Answer: Administrative Officials may also observe the work schedule options as outlined above in accordance with operational needs. However, Administrative Officials are not paid on an hourly basis and will need to schedule their work so as to complete necessary assignments & provide needed services. Vacation, sick, personal or floating holidays taken by Administrative Officials should continue to be reported to the Payroll Office, and will be counted as 8 hour days since the normal daily work time during Summer Hours is 8 hours.

Should you have questions regarding the Summer Hours Program, please contact Gena Deroche, Director of Human Resources, at x 2268.

Should you have questions regarding Payroll for the Summer Hours Program, please contact: Susan Nesmith, Payroll Coordinator, at x 2364