MEMORANDUM

TO: Supervisors of SPA and EPA Non-Teaching Employees

FROM: Chancellor James C. Renick

SUBJECT: Flexible Summer Work Schedule

DATE: May 10, 2006

The University will observe a modified work schedule for Summer 2006 as an option to employees during the period May 21, 2006 through July 22, 2006. This option is consistent with current employment trends, represents an opportunity for significant utility savings, and additional personal time for NCA&T employees during the slower summer months on campus. While most departments will be able to participate, some of the essential student service departments may determine that a rotational work schedule will be necessary in order to keep those offices open all week. The supervisors of these offices will determine the appropriate alternative schedules in accordance with university policy.

You are encouraged to determine the schedule for your employees as soon as possible. The flexible work schedule is:

- Monday through Thursday, 7:30 a.m. to 5:30 p.m. with one hour for lunch
- Friday 7:30 a.m. to 11:30 a.m.

Please note that there are several steps to follow concerning the flexible work schedule:

Any changes to the present work schedule (absent this policy) should be filed in Human Resources prior to May 16.

Please attach the work schedules for participating employees to the Time Records (PD-113 forms) that are submitted to Human Resources.

If you supervise non-teaching EPA employees who are taking advantage of the flexible work schedule, a copy of the revised schedule should be forwarded to Dr. Janice Brewington, Interim Provost.

All offices should arrange for telephone and frontline coverage. Office communications should clearly indicate the revised unit business hours.
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In accordance with the State Personnel Commission, Memorial Day, Monday, May 29 and Independence Day, Tuesday, July 4, 2006 are both approved as paid holidays. No more than eight (8) hours can be awarded for a State holiday. Due to the summer work schedule, all permanent SPA employees and EPA non-teaching employees will be required to offset the extra hour not worked on the holidays by either taking an hour of vacation time or working an additional hour within the same workweek (May 28 – June 3 and July 2 – 8). This must be noted on each employee’s time record.

To further assist you with implementing this Flexible Work Schedule, the Department of Human Resources will hold one-hour workshops on Tuesday, May 16 from 9:00 a.m. to 10:00 a.m. and an afternoon session from 3:00 p.m. to 4:00 p.m. Both sessions will be located in the Staff Development Center, Room 009 at 1020 East Wendover Avenue. If you need additional information or clarification, please call the HR Time and Attendance unit at 256-2361.

Enjoy a pleasant and productive summer!

c: Vanessa Lawson, Interim Director of Human Resources