

# SUMMER HOURS FOR SUPPORT STAFF - 2020

Terms & Conditions

**Purpose:** We wish to foster a work environment that provides support staff employees an opportunity to modify their work schedule and achieve balance between their work and personal responsibilities, resulting in improved productivity, morale and work attractiveness. This document provides guidelines and procedures that employees and Supervisors can access in establishing *Summer Hours* scheduling, where and when operationally feasible.

**Scope:** Available to all non-probationary full-time support staff employees, *with the exception of* Appendix C, Appendix D, Appendix G and any full-time support staff presently participating in a Reduced Workload. Requests for Summer Hours will not be considered by the College if the requesting employee has a vacation balance in excess of what is permitted within Article 11.6 of the Support Staff Collective Agreement.

**Annual Application Timeframe:** Employees wishing to request consideration for a Summer Hours schedule are to submit their application form to their supervisor **by March 1**. Supervisors will confirm or deny, in writing, the request by March 15.

**Definition:** “Summer hours” scheduling refers to a scheduling variation over the summer months whereby employees may work longer hours on some days to provide for a half day or full day off in the week. Variations to the scheduling could include:

* Starting earlier each day
* Working later each day
* Combination of starting earlier and working later
* Shortened lunch break to a *minimum of 30 minutes*
* Topping up with vacation or accrued overtime (a minimum of ¼ day to be used in order to enable tracking through electronic attendance tracking)

***Please note: employees may not forego “coffee breaks” to build up time for summer hours scheduling purposes***. Rest periods that are missed do no accumulate as time to be taken later.

Suggested scheduling variations are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Regular Hours per week** | **One Half Day off per week** | **one day off**  **per week** | **one day off bi-weekly** |
| 7 hours per day | Work an additional 3.5 hours over 4 days | Work an additional 7 hours over 4 days | Work an additional 7 hours over 9 days |
| 7.5 hours per day | Work an additional 3.75 hours over 4 days | Work an additional 7.5 hours over 4 days | Work an additional 7.5 hours over 9 days |
| 8 hours per day | Work an additional 4 hours over 4 days | Work an additional 8 hours over 4 days | Work an additional 8 hours over 9 days |

**Scheduling:** Summer hours scheduling for 2020 shall be available to eligible employees beginning the first full week of May and shall end on Friday, August 28, 2020.

**Procedure:**

1. Supervisors will make employees in their area(s) aware of the Summer Hours program in advance of the annual application deadline.
2. Supervisors, with their teams, will determine to the extent to which participation in Summer Hours scheduling can be accommodated, **with consideration of operational requirements and existing vacation schedules**.
3. Applications for participation in the Summer Hours scheduling arrangement will be initiated by the employee, outlining the option s/he is making application for. Such applications will be seriously considered and approval will not be unreasonably withheld.
4. Supervisors who receive applications for Summer Hours scheduling from employees whose change in work schedule will have an impact on another department/function at the College will invite feedback from the supervisor of the affected area, prior to approving the employee’s request.
5. Supervisors who are unable to approve applications for participation in the Summer Hours scheduling arrangement because of operational issues shall communicate this in writing to the employee who has applied.
6. Annual vacation and sick bank entitlements shall not be adjusted when an employee is approved for a Summer Hours schedule. Where an employee has a block of 3 or more vacation/sick days within a Summer Hours bi-weekly cycle, the employee shall revert to a non-flex schedule for that bi-weekly cycle.

7. In weeks where public holidays occur, employees shall **revert to their regular work schedule**. The weeks affected in this summer hours scheduling arrangement include:

May 17 - 23: Monday, May 18– *Victoria Day*

June 28 – July 4: Wednesday, July 1 – *Canada Day (designated alternate)*

August 2-8: Monday, August 3 – *Civic Holiday*

***Version Date: February 2020***

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**Summer Hours for Support Staff - 2020**

**Application Form**

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am making application for participation in the Summer Hours scheduling arrangement. I have read, understand and will adhere to the Terms & Conditions of the 2020 Summer Hours program. I understand that I cannot participate in any other Flexible Hours program (e.g. Reduced Workload) while participating in an approved Summer Hours schedule. The details of my application are as follows:

|  |  |
| --- | --- |
|  |  |
| EFFECTIVE DATE  ***NOTE: The 2020 program is available from the first full week of May until Friday, August 28..*** | BEGINNING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ENDING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SCHEDULING DETAILS:  ***NOTE: In weeks containing a public holiday, the employee shall revert to their regular, non-Summer Hours schedule*** | **Hours of Work – Week #1**  Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Wednesday\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  **Hours of Work – Week #2**  Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Wednesday\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_ hrs.  **Total = \_\_\_\_ hrs/wk** |
| PLANNED VACATION TIME NOT  INCLUDED IN ABOVE SCHEDULING  ARRANGEMENT:  ***NOTE: Employees with vacation balances in excess of what is allowed under Article 11.6 of the Support Staff Collective Agreement will not be considered for Summer Hours scheduling.*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Attendance Recording** - Annual vacation and sick bank entitlements shall not be adjusted when an employee is approved for a Summer Hours schedule. Where an employee has a block of 3 or more vacation/sick days within a Summer Hours bi-weekly cycle, the employee shall revert to a non-flex schedule for that bi-weekly cycle.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Approval Date

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HR Consultant Approval Date

\_\_\_ Feedback received from other departments impacted by summer hours schedule (if applicable)

**Copy**: HR Consultant → HR Operations

*Version Date: February 2020*