



# Human Resources

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**TO:** The University Community

**FROM:** Neil Chamberland  
Director of Human Resources

**SUBJECT:** Flex Time - Summer Hours

**DATE:** April 10, 2019

I am very pleased to announce that the Officers of the University have once again approved the implementation of a modified schedule, in most departments, for the upcoming summer season. Effective Monday, May 20, 2019, through Friday, August 9, 2019, the University will operate on a modified summer schedule for most full-time Administrative Staff and Clerical/Technical Employees. Because of the nature of their workload and activities, some departments will not participate in this program. Supervisors of such departments will notify their employees accordingly. For example, members of both the Facilities Services Department and the University Police Department are not authorized to participate in the modified schedule this summer. All employees in these departments will be required to work their normal schedule. Some staff members may be required to work during Open House, SOAR, or other events as defined by respective departments.

This flexible summer programming recognizes the effort and commitment of the University's employees, but requires that employees show similar good faith year-round by routinely being at work on time, not taking excessive lunch breaks, and regularly fulfilling their work schedules and meeting their departmental objectives. In order to continue the privilege of summer flex hours in the future we ask that everyone comply with the allotted 30-minute lunch period as well as the regular work schedule during this time period.

We ask that everyone use good office protocol by utilizing the e-mail “**Out of Office Assistant**” and a **voice message** stating that you are not at work on a given day. We especially want everyone to leave voice and e-mail away messages stating that the University is observing summer hours and that we close at 1:30 PM on Fridays during the summer months.

Details of the Summer Flex Time Program are described below.

**Enjoy your Friday afternoons!**

University of New Haven  
Summer Flex Time Details  
May 20, 2019 through Friday, August 9, 2019

As in the past, full-time employees working under the modified summer hours program will be scheduled to work four (4) days at 7.5 hours per day with a one-half (½) hour lunch period and five (5) hours on the fifth day with no lunch. The workweek will be:

***Monday - Thursday***                      ***8:30 a.m. - 4:30 p.m. with ½ hour lunch***

***Friday***                                      ***8:30 a.m. - 1:30 p.m. with no lunch***

All University departments, except as otherwise noted, will close at 1:30 p.m. on Friday afternoons. Individual departments and supervisors are **NOT** authorized to approve any departmental or individual modifications to this schedule. Any request for exemption from this schedule must be addressed to Neil Chamberland, Director of Human Resources for consideration.

**Part-time employees**, in all departments, should continue to work their normal number of scheduled hours for each week. The scheduling of hours for part-time employees may have to be altered in some cases (i.e. the Library) to accommodate this modified operational schedule. Scheduling issues relating to operations that require weekend, Friday afternoon, and/or evening hours will be addressed on an individual basis.

For clerical staff, Federal and State Wage and Hour laws requires that each time sheet reflects the actual hours worked per day. Personal time, vacation time, etc. during this modified summer schedule period will be charged based on the actual hours scheduled but not worked. Therefore it is very important that clerical employees requesting vacation or personal time for a full day during the summer schedule indicate the full amount of scheduled time (7-1/2 hours for Monday – Thursday or 5 hours for Friday) on both online time sheets and time cards. **There is no authorization to make up the difference (normally the ½ hour) by "working through lunch" or other such special schedule modifications.** Should an employee not have sufficient personal, vacation, or sick time to cover missed scheduled time for any particular day, such uncovered time will be on a no-pay basis. It is extremely important for supervisors and managers to monitor this aspect very carefully.

For non-exempt administrative employees (those currently completing the “Weekly Timesheets”), the same laws also require that the timesheets reflect the actual hours worked per day. Vacation time during this modified summer schedule period will be charged based on the actual hours scheduled but not worked. Therefore it is important that when requesting vacation for a full day during the summer schedule that you indicate the full amount of scheduled time (7 ½ hours for Monday - Thursday or 5 hours for Friday) on both the online vacation request and the weekly payroll timesheet.

All other exempt administrative staff members will be charged for 5 days of vacation if they take a whole week of vacation and ½ a day if they take vacation just on Friday, during this modified work schedule period.

In addition, casual dress will be allowed on all Fridays during this modified work schedule period. However, dress must be neat and appropriate to both the departmental

operations and visitors to campus.

As in the past, this is a great opportunity to continue the practice of a compressed workweek during the summer for most of our employees. As we approach the close of the main portion of this academic year, the Officers of the University would like to thank each of you for all of your past support and hard work and wish you and your families a healthy and enjoyable summer season.

**PLEASE MAKE THIS E-MAIL AVAILABLE TO THOSE INDIVIDUALS WHO MAY NOT HAVE E-MAIL ACCESS. THANK YOU.**

**Remember to leave a voice mail or “Out of Office Assistant” message indicating that the University is observing Summer Hours and that the University closes at 1:30 PM on Fridays. Common courtesy dictates that you always leave such messages when you are going to be out of the office for one or more days.**