




Polk State College Procedure

Subject	Reference	Date	Number
Summer Flexible Work Schedules		June 1, 2004	6069

I. Purpose

The purpose of this procedure is to provide to all college units guidance for the consideration and implementation of flexible work schedules during the summer months of June and July for Career and Professional/Technical classifications.

- A. All college offices and services will be available to the public at the same level of service and on the same schedule as that followed during the other remaining ten (10) months of the year.
- B. Each unit supervisor is responsible for ensuring adherence to "A" above.
 - 1. All personnel will schedule no more than nine (9) hours for their workday. Longer workdays may reduce efficiency, increase errors and increase stress for staff.
 - 2. All personnel shall schedule no less than one-half hour for lunch daily.
- C. If a unit and the appropriate supervisor(s)/administrator(s) determine that services or hours will not be adversely impacted by instituting a flexible work schedule for unit employees, the appropriate President's Staff member will present the proposed work schedule to the Staff for approval.
- D. Because of the nature of work responsibilities, flexible work schedules may be restricted only to certain positions in a unit.
- E. If approved, the work schedule may be implemented. However, flexible work schedules will be limited to the two months--June and July.
- F. Once established, except in emergency or extenuating circumstance, the approved schedule will be followed for the entire two-month period.
- G. If, after implementation of flexible work scheduling in an area, it is determined at the Staff level that full hours and services are not being provided, the unit will revert to its standard work schedule.

	6/2/04		6/2/04
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			6/2/04
President's Approval			Date