

# Polk State College Procedure

| Subject               | Reference | Date         | Number |
|-----------------------|-----------|--------------|--------|
| Summer Work Schedules |           | June 9, 2015 | 6069   |

## I. Purpose

The purpose of this procedure is to provide to all College departments guidance for the consideration and implementation of flexible work schedules during the summer term 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 followed during the remaining period of the year.

Any reduced or altered schedule must support the continued successful operation of the business unit and the College. Specific days or weeks may be ineligible for altered schedules when there is a business necessity or due to the departmental or office coverage.

- B. Each department supervisor is responsible for ensuring adherence to paragraph "A" above.

1. All personnel will schedule no more than ten (10) 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. Because of the nature of work responsibilities, flexible work schedules may be restricted only to certain positions in a department, as determined by the department supervisor.

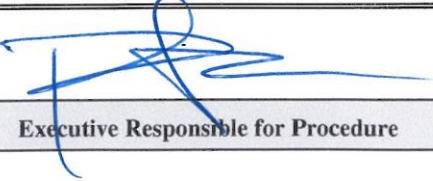
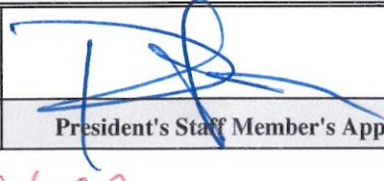

- D. If a department supervisor(s)/administrator determines that services or hours will not be adversely impacted by instituting a flexible work schedule for departmental employees, the appropriate President's Staff member will present the proposed work schedule for approval to President's Staff.

- E. If approved, the work schedule may be implemented. However, flexible work schedules will be limited to the summer term.

- F. Once established, except in emergency or extenuating circumstance, the approved schedule will be followed for the entire 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 department will revert to its standard work schedule.
- H. Vacation and sick leave use will be adjusted according to the revised work day or week schedule.

**History:** Adopted: June 1, 1998  
 Revised: Reviewed with no changes June 1, 2004; reviewed with no changes October 2, 2010; and June 9, 2015

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|   | 6/9/15 |  | 6/9/15 |
| Executive Responsible for Procedure  | Date   | President's Staff Member's Approval  | Date   |
|  |        |  | 6/9/15 |
| President's Approval   |        |  | Date   |