




Director, Human Resources
Ext. 7336

Date: April 11, 2024
To: All Employees
From: Donald L. Kesterson, Jr. 
Subject: 2024 Summer Work Schedule

SFSC's summer work schedule will be effective May 7, 2024 through August 2, 2024. A portion of the summer term will be modified to provide significant energy savings for the college. Please read the following guidelines and work with your supervisors to arrange coverage during the summer term.

Flexible Scheduling (May 7 through May 24 and July 29 through August 2):

1. Employees may request to work either a 4-day, 4.5-day, or 5-day schedule to maintain their normal 40-hour work week **with supervisory approval**. A minimum half hour lunch **must** be scheduled on each full work day. Any leave taken will be based on the approved employee schedule. *(Example: If working a 4-day schedule, the daily leave deduction is 10 hours.)*
2. Services to students and the public **must** continue as currently provided. Administrative support offices **must be covered** five (5) days a week during the normal college working hours, to include providing telephone coverage and availability of personnel for meetings. Other college offices shall be covered as necessary to ensure continued customer service. Supervisors and employees must consider vacation leave requests when scheduling office coverage.
3. The offices and departments that regularly schedule employees to work beyond 5 p.m. daily (e.g. Student Services, Hotel Jacaranda, IT, Library, and Physical Plant) will continue those or similar hours needed to ensure quality service.
4. SFSC's workweek begins at midnight on Friday and ends at midnight the following Friday for payroll and scheduling purposes.

4-day Energy Saving Workweek (May 31 through July 26):

1. **The college will be closed on Fridays.** This includes **all college facilities** except The Hotel Jacaranda, the Wildstein Center for the Performing Arts, and certain buildings requiring HVAC for computer system integrity or storage of sensitive materials (e.g. Health/Science Building on the Highlands Campus).
2. Full-time employees will have a **32-hour workweek** (except as noted) with **no reduction in pay**.
3. The week of May 27 – May 31 will be a **24-hour workweek**. Monday, May 27th, Memorial Day, should be reflected as an approved holiday for payroll and scheduling purposes.
4. The week of July 1 – 5 will be a **24-hour workweek**. Thursday, July 4th, Independence Day, should be reflected as an approved holiday for payroll and scheduling purposes.

5. Part-time employees may work their normal weekly hours with supervisory approval based on departmental needs. (Example: If typically scheduled to work 30 hours per week (6 hours per day, Monday through Friday), the part-time employee may work 7.5 hours per day, Monday through Thursday.)
6. Leave deductions during this period will be based on four 8-hour days per week.
7. Administrators, Professional Staff, and Faculty may be required to work more than 32 hours per week as needed without additional compensation.
8. Non-exempt employees required to work beyond 32 hours, will receive 8 hours of administrative time and additional pay at their standard hourly rate for any hours worked in excess of 32 (up to 40 hours) within a workweek. Hours physically worked in excess of 40 within a workweek shall be compensated in accordance with College Procedure 5160.
9. Alternate work stations may be available with advance notice if access to college facilities on Fridays is needed for special projects or network access.

General Guidelines

1. In a shortened workweek, it is imperative that maximum productivity take place. Employees are urged to make personal appointments on their scheduled days off whenever possible.
2. We will continue to provide excellent service to our students, the public, and fellow employees during the summer. These adjustments may require schedule modifications from time to time to ensure appropriate coverage.

Please let me know if you have any questions or concerns.

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