

MECC's Summer Hours

FAQS

Full-time employees are to follow the guidelines from the Memorandum of Understanding (MOU) or the respective Collective Bargaining Agreement (CBA).

The summer hours are in effect from Monday, May 26 through Friday, August 15, 2025.

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If I'm working a 4-day workweek, what are my hours?

Your work schedule will be assigned by your department or division manager.

If I am a member of the Professional or Administrative Professional Union: How do I enter my time if I'm on a 4-day workweek?

- Work days - enter 7.5 hours regular time (REG) schedule-enter 5 hours coded as STO (summer time off)
- Sick and vacation time, etc. - enter 7.5 hours with the appropriate leave type (VAC, SIC, etc.)

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If I am a member of the AFSCME Union: (Facilities and College Safety), what are my scheduled hours if I'm on a 4-day workweek?

- Please consult with Facilities and/or College Safety management or union leadership regarding schedules.

How would I enter time if I choose to follow a 5-day work week using the relevant CBA?

Refer to the Collective Bargaining Agreement and arrange work assignments with your supervisor.

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Can I work a 5-day week with my entire department closed on Fridays?

- Yes, with manager approval and arranged work assignments.
- Work location may change when department is closed.
- The length of day for those not adopting a four-day work week is in each MOU or CBA).
- If you have questions, please seek guidance from your union leadership.

Can I adjust my hybrid schedule from a work-from-home Monday and/or Friday to a Tuesday, Wednesday, or Thursday?

Hybrid work arrangements are subject to evaluation by the employee's department manager to ensure adequate operational coverage and shall require prior approval from designated leader

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Can I choose to work the 4-day workweek schedule for 5 weeks and then follow a summer hours schedule for the other five weeks?

No, the schedule you choose is to be adopted for the 11-week time period. If your circumstances change during the summer schedule, you should discuss the schedule with your manager.

How should I report which hours I choose to follow: the summer hours from the MOU or the collective bargaining agreement?

Discuss the selected Summer Hours with your manager or supervisor to confirm which schedule you will adhere to for the entire summer

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Any deviations from, or exceptions to, the guidelines must be approved by your Department or Division Vice President.

Part-time employees are not eligible for summer hours.