

# 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).

Summer hours: Monday, June 3 - Monday, August 5 OR Friday, June 7 - Friday, August 9, 2024.  
\*AFSCME\* - Monday June 3, 2024 through Friday August 9, 2024

1

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

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

**How do I enter my time if I'm on a 4-day workweek?\***

- Work days - enter 7.5 hours regular time (REG)
- Day off (Monday or Friday) during 4-day summer 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.)

2

3

**How do I enter time if I am on a 5-day work week using the collective bargaining agreement?\***

- Work days - enter 6 hours regular time (REG)
- Time off in accordance with 5-day summer schedule-enter 1 hour each day coded as STO (summer time off)
- Sick leave, vacation leave, etc.-enter 6 hours with the appropriate leave type selected (i.e., VAC, SIC, etc.)

**Can I choose a half hour lunch or a 1 hour lunch when working on a 4-day work week schedule?**

Please refer to your collective bargaining agreement (CBA) and consult with your manager regarding your assigned schedule.

4

5

**If I am on a hybrid schedule and work from home on Friday, what is my schedule during the 4-day work week?**

Employees with approved hybrid schedules will not work remotely on Friday (if department is closed on Friday) nor on Monday or Friday (if department is open five days).

**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.

6

7

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

Any changes to your schedule require written approval from your manager. If approved, you may use alternate hybrid days.

**If I am not on the 4-day workweek schedule, do I follow the summer hours schedule?**

Refer to your collective bargaining agreement (CBA). If you have questions, seek guidance from your union leadership

8

9

**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 10-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?**

Inform your manager, and your manager will advise HR who will let payroll know.

10

**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.**

*\*AFSCME Union employees will clock in and out each shift using Time Track*