

College Procedure: 404.5 - Summer Hours
Policy Reference: 404 - Employment Relationship
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 4/10/2017

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

Summer hours provide employees with the benefit of a shorter workweek in the summer while also providing the College with moderate energy savings in reduced cooling and lighting costs. This procedure explains the timeframe of summer hours and the employee workweek schedule in order to complete a 40-hour workweek.

The Procedure

Kirkwood Community College summer hours begin the Monday following Commencement and continue for 12 weeks. Summer hours are subject to change on a year-to-year basis. Operating hours are:

Monday-Thursday: 8:00 a.m. to 5:00 p.m.

Friday: 8 a.m. to 12 p.m.

Normal business operations will close at noon on Friday, and the majority of doors on campus are locked. Doors will remain open to allow access to campus locations where some classes and other business activities are scheduled.

Full-time employees are still required to work 40 hours per week. For example, employees can work 9 hours per day Monday through Thursday (7:30 a.m. – 5:30 p.m. with a 1-hour lunch) and 4 hours on Friday (8 a.m. – 12 p.m.). Their supervisor must approve the employee's schedule.

Full-time employees are required to take a lunch break of at least 30 minutes. Exceptions require the approval of the employee's supervisor.

Summer hours are implemented College-wide and are expected to be observed by all departments with the exception of the Facilities & Security, Heritage Area Agency on Aging and The Hotel at Kirkwood Center. If an employee has extenuating circumstances that do not align with this schedule, they will need to consult with their supervisor.

Part-time employees should consult with their immediate supervisor about adjusting Friday work hours to Monday through Thursday. Decisions regarding the adjustment of part-time hours are based upon departmental needs.

Vacation, Paid Leave and Holidays during Summer Hours

Employees can choose to use 9 hours of time off per day. Alternatively, they may choose to only use 8 hours of time per day and make up the extra hour sometime that same week. Hours made up during that same week must be completed prior to noon on Friday. Employees need to consult with their supervisor to adjust their schedule.

Two holidays fall during summer hours, Memorial Day and Independence Day. Employees are paid for 9 hours of holiday pay. Schedule modifications are reviewed on a year-to-year basis.

Holiday Pay for Departments Not Observing Summer Hours

Full-time board-approved hourly employees in departments that do not observe Summer Hours will still receive 9 hours of holiday pay. These departments have the following options:

- Hourly employees will receive 9 hours of holiday pay for the holiday, then work their normal 32 hours for the balance of the week resulting in 41 hours of straight time pay; or
- Hourly employees will receive 9 hours of holiday pay for the holiday, then work 7 hours on another day within the same week for a total of 40 hours for the week.

It is at the discretion of the department to choose one of these two options for all employees or a combination of the two during the week of a paid holiday. Employees must use the 9 hours of holiday pay on the observed holiday. The supervisor must approve schedule modifications.

Exempt employees in these areas may also adjust their work hours during a holiday week to accommodate the extra hour of holiday pay.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log:

Version Number	Date Approved	Approved by	Brief Description of Change
1	04/10/2017	Mick Starcevich, President	New template 5/16/2017
2			Added section regarding holiday pay for departments not observing summer hours 7/5/2017
3		Cabinet	Procedure template 6/12/2019