

--IMPORTANT INFORMATION--

Dear Employees:

This message is a follow-up to President Caboni's earlier message concerning summer working hours and is intended to provide related details. The summer work schedule will be effective for the period, Monday, May 13 – Friday, August 16, 2019, and generally applies to staff employees.

The detailed daily schedule for core working hours should be either Monday – Thursday 7:30 a.m. to 4:30 p.m. **OR** Tuesday – Friday 7:30 a.m. to 4:30 p.m., with a 30-minute lunch pursuant to *Policy 4.2501 Alternative Work Arrangements*. When following this schedule, the total hours *actually worked* each week will be **34.0**.

Office Hours

In keeping with our enhanced focus on key services and functions, standard office/operating hours will be Monday – Friday, 7:30 a.m. to 4:30 p.m. during the referenced summer period. Employees are encouraged to work with their supervisors as soon as possible to develop summer work schedules.

Compensation

During the entire summer work period, full-time employees will continue to receive their full base pay for the standard workweek of 37.5 hours. Should hours actually worked exceed 37.5 in any given week, non-exempt employees must be paid the applicable straight time or overtime rate. Part-time (non-benefits eligible) employees should **ONLY** be paid for time actually worked.

Summer Holidays

Holidays which fall within the summer period will be paid as 8.5 hours towards the total 34 hours per week expectation. If a holiday falls on a scheduled day off, employees may observe the holiday on the following day.

Semi-Monthly and Bi-Weekly Timesheets

Non-exempt employees who report time via the referenced time sheets should report "actual" time worked each day. On the applicable Monday **OR** Friday of each calendar week, a footnote should be entered on the timesheet notating 3.5 hours of paid time (which is the difference between 34 hours worked and 37.5 hours paid).

University Interests Must Prevail

Given the unique and complex make-up of the campus community, the indicated summer working schedule may not be feasible across all department/units. Administrative leaders should communicate with employees to clarify needs and schedules that differ from the above. The inability of a department/unit to accommodate the summer working schedule does not provide accumulating benefits to employees.

Reporting Vacation and Sick Leave During Summer Period

For simplicity, the following formula should be used in reporting vacation and sick leave (through TopNet) during the summer period.

FORMULA: Number of work hours scheduled on a given day MINUS number of hours "actually worked"
= Vacation or Sick hours required to be reported

Leave reporting examples:

Example #1

Tuesday, July 2 - "scheduled" hours equal 8.5
Hours "actually" worked equal 0
Hours to be reported as vacation time equal 8.5

Example #2

Tuesday, June 11- "scheduled" hours equal 8.5
Hours "actually" worked equal 5.0
Hours to be reported as vacation time equal 3.5

Example #3

Monday, June 10 – Thursday, June 13 – "scheduled" hours equal 34
Hours "actually" worked equal 0
Hours to be reported as vacation time equal 34

For specific questions pertaining to leave reporting, please contact Patty Booth (patty.booth@wku.edu) at 745-3038.