



MEMORANDUM

TO: University Department Heads, EHRA Non-Teaching and SHRA Employees

FROM: Terri Tibbs, AVC Human Resources

DATE: Tuesday, April 18, 2017

RE: 2017 Summer Flex Schedule – May 15th through August 4th

This summer the university will once again observe a summer flex schedule to fit the needs of the employee as well as the department while continuing to provide a high level of customer service. Vice Chancellors and/or the Chancellor are accountable for approving their department schedules in advance.

The summer flex schedule will begin **Monday, May 15, 2017** and continue through **Friday, August 4, 2017**. Employees participating in the summer flex schedule will observe work hours of 7:30 a.m. – 5:30 p.m., Mondays – Thursdays, with a one hour lunch period and work 7:30 a.m. – 11:30 a.m. on Fridays.

All offices must provide coverage between 8:00 a.m. and 5:00 p.m. Monday through Friday, including lunch periods. Preferred coverage means a person(s) must be available in the office who can answer questions about office procedures. Alternative coverage may be provided either via the phone, voice mail system when you are out, or by referring visitors to an occupied office (a directional sign posted on door) when office coverage is not possible. These alternate methods of coverage would be acceptable only in one or two person offices.

Departments should utilize the voice mail system to enhance customer service by providing a name and phone number of a contact person who can provide immediate or emergency support during the employee's absence. The message should include when the employee will be available to return phone calls. When transferring calls to other departments, please ensure you wait for someone to answer and explain you are transferring a customer.

As soon as possible, university department heads should file departmental flex schedules with the Office of Human Resources.

During the Memorial Day (May 29th), and Independence Day (July 4th) holidays, employees will receive eight 8 hours of paid time for each of these holidays (pro-rated for part-time employees). During these two (2) holiday weeks, employees can continue working the summer flex schedule but, must account for one (1) additional hour to complete a "full" forty (40) hour workweek.

Should there be supported reports of any abuse of the above criteria the appropriate Vice Chancellor and/or Chancellor will be held accountable for taking appropriate action that may include

loss of flex scheduling privileges for the unit, department or division as appropriate.

Please contact Theresa Graham at 910-672-1823 or at tgraham1@uncfsu.edu should you need additional information concerning reporting time.

Have a safe and enjoyable summer!