

<b>College Procedure:</b>	<b>404.5 - Summer Hours</b>
<b>Policy Reference:</b>	<b>404 - Employment Relationship</b>
<b>Responsible Department:</b>	<b>Human Resources</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Human Resources</b>
<b>Effective Date:</b>	<b>01/01/2023</b>

**Version Number:** 4  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

Summer hours provide employees with the benefit of a shorter and more flexible workweek in the summer while also providing the College with moderate energy savings and opportunities to catch-up on Facilities related work. This procedure explains the timeframe of summer hours and the employee workweek schedule in order to complete a 36-hour workweek. This will be considered the normal schedule for the summer schedule moving forward after 2022. The College of course reserves the right to change this schedule if it determines it is in the best interests of the college to do so.

## 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: 7:30 AM to 5:00 PM with a 30-minute lunch break.
- Friday: Campus offices will be closed on Fridays, unless College activities require certain locations on campus to be open. The appropriate Supervisor and Cabinet member will determine decisions regarding which offices on campus need to remain open on Friday. Doors will remain open only in those areas necessary to allow access to campus locations where classes and other business activities are scheduled; all other doors will be locked and closed. Scheduling of Friday on-campus activities are required to be scheduled through 25Live or directly with Facilities by calling 5561 or submitting a Work-Order "event."

Full-time employees are required to work 36 hours per week during the summer, however they will be paid for a 40-hour workweek. The expectation is that Monday through Thursday, 7:30 AM to 5:00 PM with a 30-minute lunch, will be the normal workday for most employees. However, supervisors have the authority to work out alternative schedules with their employees as long as they are working 36 hours per week and offices are open 7:30 AM to 5:00 PM Monday through Thursday.

Summer hours are implemented College-wide, with the exception of Facilities and The Hotel at Kirkwood Center, and are expected to be observed by all departments where possible. Please refer to the Facilities & Public Safety and Hotel specific procedures for scheduling for summer hours.

## Payroll Administration and Holidays

Full-time **hourly** employees will enter hours worked on timesheets Monday through Thursday. On Friday, hourly employees should add 4 hours of "Summer Hours" leave in the "Other Time Types" on their timesheets.

Exempt employee timesheets will work similarly to how they work outside of summer hours. No "Summer Hours" leave will need to be recorded.

Part-time employees will only be paid for hours actually worked. Part-time employees who normally work on Friday in the summer may request from their supervisor to make up those hours Monday through Thursday or may be required to do so to meet departmental needs. Decisions regarding the adjustment of part-time hours are based upon departmental needs.

Two holidays fall during summer hours, Memorial Day and Independence Day. Employees are paid for 9.0 hours of holiday pay on those days.

## References

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

**Revision Log**

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
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
4	4/10/2022	Cabinet	Update to summer hours program – pilot program
5	11/4/2022	Cabinet	Update to summer hours program – permanent change