

M E M O R A N D U M

TO: All CGU Staff
FROM: Brenda Leswick
DATE: April 26, 2016
SUBJ: Summer Hours 2016

The modified summer hour schedule for this summer is from May 16 through August 19, 2016.

With supervisor approval, the change in hours for the summer allows staff to work a four-day workweek based on a 35.5 hour weekly schedule.

During these summer weeks, CGU will be open five days a week. The four-day week schedule must be approved by your supervisor so your department remains open and staffed throughout the week.

Here's how the hourly schedule will work:

Employees will work three nine (9) hours days and one eight and one half (8 1/2) hour day for a total of 35.5 hours. A one hour unpaid meal break must be included so the actual hours at work will reflect three 10 hour days and one 9 1/2 hour day. **All employees must work the core hours of 8:30 a.m. to 5:00 p.m. (with the exception of facilities and food service).**

Hourly paid employees will receive overtime pay (time and 1/2) for hours worked in excess of eight per day.

A typical schedule may be: (This schedule will vary based on the start time.)

Monday	8:30 a.m. – 6:30 p.m.	or	8:00 a.m. – 6:00 p.m.
Tuesday	8:30 a.m. – 6:30 p.m.		8:00 a.m. – 6:00 p.m.
Wednesday	8:30 a.m. – 6:30 p.m.		8:00 a.m. – 6:00 p.m.
Thursday	8:30 a.m. – 6:00 p.m.		8:00 a.m. – 5:30 p.m.
Friday	OFF		OFF

Total hours worked – 35.5

Payment for these hours worked will be:

Monday	8 regular hours	1 overtime hour
Tuesday	8 regular hours	1 overtime hour
Wednesday	8 regular hours	1 overtime hour
Thursday	8 regular hours	1/2 overtime hour

Total hours paid: 32 regular hours
3.5 overtime hours

Based on your actual hourly rate, there will be a minor impact to your gross pay.

If you earn \$15.00 per hour, your regular gross pay for a 37 1/2 hour work week is: **\$562.50.**

If you work a four-day work week schedule at \$15.00 per hour, your gross pay will be calculated according to the following:

32 hours at \$15.00 per hour	480.00
3 ½ hours at \$22.50 overtime rate	<u>78.75</u>
Total gross pay per week	\$558.75

The difference between working a regular 37 ½ hour week compared to a 35 ½ hour four-day work week with overtime pay is \$3.75 gross per week less pay, based on an a \$15.00 per hour pay rate.

If you make \$20.00 per hour your regular 37 ½ hour weekly pay is \$750.00. If you work a four-day week with overtime pay, your gross weekly pay will be \$745.00. The difference between working a regular 37 ½ hour week compared to a 35 ½ hour four day work week with overtime is \$5.00 gross per week less pay.

Hourly employees requesting to take a vacation day or using a sick day during a four-day week schedule will be charged and paid for 7.5 hours for that day. The employee will work three nine (9) hour days with no additional make up time allowed and will only be paid for 34.5 hours that week. (No overtime will be paid for days not worked.)

If your personal circumstances will not allow you to work this alternative work schedule, you will remain on the regular 37 ½ hour per week schedule.

In lieu of the staff summer picnic, an additional paid holiday may be taken during the summer hour's period of May 16th through August 19th. Your supervisor will work with the department schedule to allow the additional holiday off. (Employees hired on or after March 1, 2016 are not eligible for this additional holiday.)