

RSCC ALTERNATIVE SCHEDULE GUIDELINE

Effective July 21, 2003, RSCC will implement an Alternative Work Schedule for all full-time employees as follows:

Based on the needs of the institution and at the discretion and approval of the immediate supervisor and department head in charge, employees may declare at the beginning of the work week intent to work a maximum of four (4) hours beyond the normal work week between Monday and Friday. The additional hours worked must be taken in the week accrued. Forms will be available on the Human Resources Webpage. In such case, the employee may take off Friday afternoon without the need to request annual leave. Upon the approval of the supervisor and department head, the time may be taken on an alternate day in that week to accommodate work schedules. Employees who take off on a day other than Friday and are prevented from working the full 4.0 hours over in that week will be charged annual leave, compensatory time or leave without pay for time short of the normal 37.5 hour work week.

This flexibility in work schedules may be exercised with the understanding that each office will remain open and adequately staffed until 4:30 p.m.

Support staff employees will document their exact work hours on the semi-monthly time sheets as usual. Please note that the requirements that employees take a one-hour lunch break remains in effect; an employee cannot use the lunch hour to accumulate extra hours.