

Pittsburg State University
Summer 2017 Work Schedules
Frequently Asked Questions (FAQ's)
(Updated March 6, 2017)

Beginning Sunday, May 14, 2017 and ending Saturday August 12, 2017, Pittsburg State University's official business hours are 8:00 am to 4:30 pm, Monday through Thursday and 8:00 am to 12:00 pm on Friday. Employees' work schedules may change during this time to accommodate the summer business hours. The following will help employees and supervisors understand the expectations and make changes in work schedules during this time.

It is important to note that:

- *Faculty work schedules are not affected by the summer business hours.*
- *The week of the Memorial Day holiday (Monday, May 29th) creates some special challenges for summer work schedules. Please see Question #10.*
- *The week of the Independence Day Holiday (Tuesday, July 4, 2017) will occur after GUS HR has gone live. More information on time reporting and training will be available at that time. Please see Question #11.*
- *University buildings will continue to be cooled 8:00 am to 4:30 pm, Monday through Friday.*
- *University buildings will be locked at 4:30 pm, Monday through Thursday, and at 12:00 pm on Friday, unless there is a special event.*
- *Labs and other areas will be accessible during non-summer office hours as they are during the year.*
- *Summer work schedules will not affect the FLSA classification of an employee. Exempt, bi-weekly paid employees will continue to be expected to perform the duties of their position, regardless of actual hours worked.*
- *Each employee's summer hours schedule must be approved by the appropriate Dean or Director. See questions 5, 8 and 9, below. Note that services provided by the office or department may require that all employees in the office or department work the same summer hour schedule. The Dean or Director will make the determination on summer hours for their area.*

1. Why are summer work schedules available starting May 14, 2017 through August 12, 2017?

Since summer of 2015, PSU has approved a change in work hours between the end of the spring semester and start of the fall semester. The change was the result of employee recommendations received during the Strategic Planning Task Force Campus Forums in 2014. Administration has again approved a change in the official business hours for the University plan for the summer of 2017.

2. Are faculty affected by the summer 2017 work schedules?

Faculty work schedules are a condition of employment and are not affected by the summer 2017 work schedules.

3. What are PSU's official business hours beginning the week of May 14th?

Beginning Sunday, May 14, 2017 and ending Saturday, August 12, 2017, Pittsburg State University's official business hours are 8:00 am to 4:30 pm, Monday through Thursday, and 8:00 am to 12:00 pm on Friday.

During this time, University buildings will be locked at 4:30 pm, Monday through Thursday, and at 12:00 pm on Friday.

4. The official business hours during the summer 2017 period total only 36 hours each week. Do I only have to work 36 hours each week starting May 14, 2017 through August 12, 2017?

USS and non-teaching Unclassified employees are still expected to work a schedule during summer 2017 that is equal to their "regular" work schedule during the remainder of the year. Full-time USS and non-teaching Unclassified employees have a 40-hour work week. Starting the week of May 14th, full-time USS and non-teaching Unclassified should work a schedule that provides for a 40-hour work week. Full-time USS and non-teaching Unclassified employees will need to work hours outside of the official business hours in order to meet their expected 40-hour work week. As during the remainder of the year, employees will need to use accumulated leave, as appropriate, to cover the difference between actual work hours and the expected total work schedule hours.

5. How do I know what my work schedule will be starting May 14th?

Each supervisor should work with his/her employees to develop summer 2017 work schedules. The plan must then be submitted to the appropriate Dean or Director for approval. The approval process should be started as soon as possible so that employees have adequate time to prepare for changes to their regular work schedules.

During the summer period, each campus office is expected to be open to the public 8:00 am to 4:30 pm, Monday through Thursday, and 8:00 am to 12:00 pm on Friday. Supervisors are expected to develop work schedules that ensure the office will remain open and services be provided during official business hours.

Full-time employees must have a work schedule that provides for 40 hours of work each week.

Some areas on campus will have more flexibility, while others may be more restricted on how the office is staffed. It is important that all employees in the department understand what is expected during this period of time.

There are several options for summer 2017 work schedules, but the supervisor needs to determine the best arrangements so that the office is open for business during official business hours.

6. What are some of the options for summer 2017 work schedules?

Full-time employees must have a work schedule that provides for 40 hours of work each week. Here are some options starting May 14, 2017 through August 12, 2017:

7:00 am – 4:30 pm, Monday – Thursday; 8:00 am – 12:00 pm, Friday
7:30 am – 5:00 pm, Monday – Thursday, 8:00 am – 12:00 pm, Friday
8:00 am – 5:30 pm, Monday – Thursday; 8:00 am – 12:00 pm, Friday

If your department cannot accommodate a flexible schedule, staff in the department can work the "standard" schedule of 8:00 am to 4:30 pm, Monday through Friday.

7. Can employees work four, 10-hour days per week?

A supervisor could approve a four, 10-hour per day work week. Options include:

- 6:00 am – 4:30 pm, Monday – Thursday
- 6:30 am – 5:00 pm, Monday - Thursday
- 7:00 am – 5:30 pm, Monday - Thursday

Again, during the summer period, each campus office is expected to be open to the public 8:00 am to 4:30 pm, Monday through Thursday, and 8:00 am to 12:00 pm on Friday. Supervisors are expected to develop work schedules that ensure the office will remain open and services be provided during official business hours.

8. Are all employees in a department required to work the same schedule?

No. Employees in a department may have different work schedules as long the schedules are approved by the appropriate Dean or Director.

9. Who approves the summer work schedule?

Summer work schedules must be approved by the appropriate Dean or Director.

10. Memorial Day falls on Monday, May 29, 2017. How many hours of holiday credit will employees receive for the Memorial Day Holiday? How does this affect summer work schedules?

Note: We will still be working in IBM/Secure Shell during this time, so time and leave reporting will remain the same as our current processes.

Kansas regulations provide that full-time employees will receive 8 hours of holiday credit.

In order for full-time, non-exempt, hourly-paid employees to receive pay for 40 hours of work the week of the Memorial Day holiday, he/she must

- a. Work a *regular* 8:00 am to 4:30 pm schedule Tuesday through Friday the week of the holiday; or
- b. Work his/her approved *summer* hour work schedule Tuesday through Friday and report accumulated vacation leave or compensatory time to make up the difference.

Note that time off taken the week of the holiday must be covered with accumulated leave.

Employees and supervisors should monitor hours worked during this week to ensure that the employee does not become eligible for overtime at the end of the week.

11. Independence Day holiday falls on Tuesday, July 4, 2017. How will summer hours affect this holiday?

After GUS HR is live on June 18, 2017, time and labor reporting will be different. Beginning in May, employees will have the options to attend training sessions, watch training videos or view Job Aids for using the new reporting methods.

12. Campus offices will be open for official business from 8:00 am to 4:30 pm Monday – Thursday and from 8:00 am to 12:00 pm on Friday. If I am full-time and work outside of the official business hours in order to meet the 40-hour work week expectation, do I still answer the phone and respond to emails when working outside of official business hours?

Yes. Your job duties will remain the same when you are working outside of official business hours, and you are expected to perform functions (e.g. answer the phone, respond to emails, etc.) during this time.

Please note that university buildings will be locked at 4:30 pm, Monday through Thursday, and at 12:00 pm on Friday unless there is a special event.

13. Can an office close during official business hours?

Campus offices are expected to remain open to the public from 8:00 am to 4:30 pm, Monday through Thursday, and 8:00 am to 12:00 pm on Friday. Some offices may find it necessary to close over the 30-minute unpaid lunch period, but generally, offices are expected to be open the remainder of the workday.

14. Can I work through the 30-minute unpaid lunch period to count toward my hours worked?

While it is not prohibited, it should be a standard practice to include a 30-minute unpaid lunch break each day in the summer 2017 work schedule.

15. What kind of leave do I report if I have a vacation day planned or have to go to the doctor?

Vacation leave, sick leave, compensatory time taken and holiday comp time taken will be reported in the same manner as they are during the remainder of the year. Leave should be reported in accordance with the current Fair Labor Standards Act (FLSA) rules and the 40 hour work schedule.

This link to the Payroll Information from the Human Resource Services web page may provide more information: <http://www.pittstate.edu/office/hr/payroll-information/general-reporting-guidelines.dot>

Sick leave should only be used for appropriate absences and should never be used to “make-up” time if the employee is out of other types of leave. Here is more information on the sick leave policy:

<http://www.pittstate.edu/office/hr/employee-benefits/sick-leave-university-support-staff.dot>
and/or <http://www.pittstate.edu/office/hr/employee-benefits/sick-leave---unclassified.dot>

As noted in Question #4 above, you should think in terms of reporting the total hours to meet the 40 hour obligation. Once again, time should be reported in a fair and responsible manner.

16. How much leave does a non-exempt, hourly paid employee report during the summer months?

Employees will report appropriate leave during the summer months as they do during the remainder of the year.

Non-exempt, hourly paid employees report leave, as well as time worked, in .25 hour increments.

17. How much leave does an exempt, bi-weekly paid employee report during the summer months?

The Fair Labor Standards Act (FLSA) states that exempt employees report leave taken in half or full-day increments. Our current IBM/Secure Shell/GUS systems are programmed so that exempt, bi-weekly paid employees report leave taken in 4 or 8 hour increments.

Exempt employees should report an appropriate amount of leave to reflect the amount of time away from work, assuming that each full-time employee's work schedule is 40 hours.

After GUS HR is live on June 18, 2017, time and labor reporting will be different. Beginning in May, employees will have the options to attend training sessions, watch training videos or view Job Aids for using the new reporting methods.

18. If I am a non-exempt, hourly paid employee and work more than 40 hours in a work week during the summer, will I get overtime or compensatory time? How do I report overtime if I have worked more than 40 hours in a work week?

The same FLSA rules apply for compensation for all hours worked over 40 in a work week. An employee may be eligible for Compensation Time Earned (CME) or Overtime Pay (OTP) if the threshold is met.

See this link for more information in reporting CME/OTP:

<http://www.pittstate.edu/office/hr/policies-and-procedures/overtime-compensation.dot>

Note that the week of the Memorial Day holiday and Independence Day holiday may present unique issues for non-exempt, hourly paid USS employees. See Questions #11 and #12, above.

19. What effect do summer 2017 work schedules have on my student employees' schedules?

Student employee hours would fall under the same guidelines for your department. You should develop student employee schedules that work for them and also provide support for your department.

20. Can student employees work more than 40 hours per week during the summer?

No. Non-exempt, hourly paid students should not work more the 40 hours per week in ALL PSU positions during the summer.

21. Can a student employee work hours outside of official business hours?

There should be a business need to schedule student employees to work outside of the official business hours.

22. What are the effects on class schedules or other programs for the summer?

Research was done by the task force and it was found that a very minimal amount of classes were held on Fridays. Business hours for the University are still going to be met. Any classes held outside of the campus wide office hours will continue to be offered as they have been in the past. Faculty will continue to follow contract guidelines as established.

23. What is happening with Pitt CARES?

It was determined by Admissions that the Pitt CARES program could still be managed during a flexible schedule. Sessions would be held on other days of the week instead of Fridays and students would be able to meet with Academic departments or utilize other services during the official business hours.

The Office of Admissions has provided more information about their schedule:

<http://www.pittstate.edu/admission/information/pitt-cares.dot>