

**Frequently Asked Questions  
Summer Hours – Working 4-10's  
Summer Hours for 2011 begin Monday June 20, through Friday, September 9, 2011**

Mottman Campus will be open to the public: Monday –Thursday 7:30 am-5:30 pm,  
closed Fridays  
Hawks Prairie Center Campus will be open to the public: Monday- Thursday 7:30 am-7:00 pm.  
7:30 am -5:00 pm Fridays

**1. What if the 4 day work week causes an extreme hardship, how can I request a change to my regular work schedule?**

Alternate work schedules may be mutually agreed upon to meet business or employee needs. Employees may submit a request for alternate work schedules or accommodation to their direct supervisor and Human Resources. These cases will be evaluated on a case by case basis and every effort will be made to accommodate the request. Any alternate work schedule requests for classified staff will be accordance with the CBA Article 7.

**2. How do I report my new 4-10 schedule in the TLR?**

You will create a new work schedule in the TLR to reflect your hours beginning June 20th and import those hours for the remainder of the summer through September 9, 2011.

**3. How do I submit leave time for the 10 hours days?**

Leave should be requested and approved as usual. You are working 10 hours a day so the hours of leave and or work each day must add up to 10. Overtime eligible classified staff will use the TLR to report hours as usual.

**4. When the holiday lands on Monday during summer hours (M-Thurs 7:30-5:30) what are my work hours for the week? (July 4<sup>th</sup> and September 5<sup>th</sup> holidays)**

Both of these holidays fall on a Monday and will be considered 10 hour holidays for payroll purposes.

For classified staff – the holiday is the employee's scheduled work shift, so the hours that the classified employee would work is Tue-Thurs 10 hours a day. This is in accordance with the Collective Bargaining Agreement Article 10.3 E.

For admin-exempt staff – the holiday is an 8 hour holiday, so the week should be adjusted to reflect 32 hours of work; if you wanted to work the correct number of hours with the 8 hour holiday on Monday, July 5<sup>th</sup>, you will have to adjust your hours by two hours for that week to reflect the 32 hours. Just remember that we are exempt from the FLSA rules for our work hours.

**5. I work 4 - 10 hour days, when the holiday is on my scheduled day off, how do I schedule the rest of my week?**

For classified– if the holiday lands on your scheduled day off, you get an alternative day off during that week. For classified staff, this is in accordance with the Collective Bargaining Agreement Article 10.3 G.

## **6. How are meal and rest breaks scheduled while working 4-10's?**

For classified staff, please refer to CBA Article. Below are excerpts from the Agreement.

### **7.5 Overtime-Eligible Employees Unpaid Meal Periods**

The Employer and the Union agree to unpaid meal periods that vary from and supersede the unpaid meal period requirements required by WAC 296-126-092. Unpaid meal periods for employees working more than five (5) consecutive hours, if entitled, will be a minimum of thirty (30) minutes and will be scheduled as close to the middle of the work shift as possible, taking into account the Employer's work requirements and the employee's wishes. Employees working three (3) or more hours longer than a normal workday will be allowed an additional thirty (30) minute unpaid meal period. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume his or her unpaid meal period following the interruption, if possible, to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee will be entitled to compensation, which will be computed based on the actual number of minutes worked within the unpaid meal period. Meal periods may not be used for late arrival or early departure from work and meal and rest periods will not be combined.

### **7.7 Overtime-Eligible Employees Rest Periods**

The Employer and the Union agree to rest periods that vary from and supersede the rest periods required by WAC 296-126-092. Employees will be allowed rest periods of fifteen (15) minutes for each one half (1/2) shift of four (4) or more hours worked at or near the middle of each one half (1/2) shift of four (4) or more hours. Rest periods do not require relief from duty. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each one half (1/2) shift, scheduled rest periods are not required. Rest periods may not be used for late arrival or early departure from work and rest and meal periods will not be combined.

## **7. Department office hours and work schedules will be determined by the department and approved by the manager or direct supervisor, keeping in mind the 40 hour workweek.**

Examples of possible 4-10 schedules:

7:00-5:30, 30 minute lunch- Mon. -Thurs

6:30-5:30, 1 hour lunch- Mon. -Thurs

7:30-6:00, 30 minute lunch- Mon. -Thurs

## **8. Are the Hawks Prairie hours different from main campus?**

Yes, Hawks Prairie hours are different for summer because they focus more on contract training. Their schedule is Monday through Thursday 7:30 am-7:00 pm and Fridays 7:30 am-5:00 pm.

## **9. Am I eligible for overtime pay if I work extra time beyond my daily work schedule?**

Overtime-eligible employees who have prior approval and work more than forty (40) hours in a workweek will be compensated at the overtime rate. If overtime is incurred early in the week, work schedules may be adjusted to ensure the employee does not incur unapproved overtime hours.

If you have any questions please contact the Human Resource office at 596-5500

Rev. 4.18.11