

Summer Office Schedule FAQs

What is the duration of the modified Summer Schedule?

May 10, 2021, to August 6, 2021

What are the university minimum open office hours during the Summer Schedule?

- Monday through Thursday 9 a.m. to 3 p.m.
- Friday – remote if possible

Does that mean all employees will be back to campus work as of May 10, 2021?

Not necessarily. Individual departments will determine their on-campus needs.

What if these hours are not conducive to my department?

Supervisors may adjust work schedules based on departmental need which may include not participating in the Summer Schedule. Approval of the area vice president is required.

Will the Summer Schedule result in reduced or additional pay?

No. Employees will still be working a full 37.5- or 40-hour schedule, but in-person office coverage will be on a reduced schedule of 9 a.m.-3 p.m.

I am scheduled to provide coverage from 9 a.m. to 3 p.m. How do I work my full day schedule?

You are expected to work your full day schedule. Most employees will choose to work 8:15 a.m. to 4:30 p.m. on campus to get their full day in. The face-to-face coverage may be reduced to 9 a.m. to 3 p.m. If you choose to leave campus at 3 p.m., your commute time is not counted as work and you will need to make your hours up.

Are we able to customize our office hours to meet the needs of those we serve?

Yes. Offices are encouraged to customize their in-person office hours to meet the needs of those they serve. Some offices may need to start earlier or end later, depending on customer needs. Approval of the area vice president is required.

It is important to note that this Summer Schedule will not alter any planned university activities or events during the summer or the staffing necessary to cover the events.

What if my employees' work cannot be performed remotely?

[Flexible work arrangements](#) may be an option for your employee. Flexible work arrangements could include:

- A compressed workweek — Employees may work longer days for part of a given week in exchange for shorter days off during the remainder of the week
- A variable starting and ending time during your normal 37.5- or 40-hour workweek
- An agreement between a supervisor and employee that some component(s) of an employee's work may be performed at home or some location other than the traditional work setting

[Alternative Work Arrangements Request Form](#)

I am a supervisor having trouble adjusting my staff's schedules, what do I do?

Please contact your chain of command for guidance.