



May 1, 2008

TO: Department Heads & Time Input Operators
FROM: The Office of Human Resources
RE: *Summer Hours '08 - Secretarial/Clerical Employees*

Summer hours for full-time support staff represented by CSEA bargaining unit, as well as Confidential staff and Executive Secretaries begin Monday, June 2, 2008 and continue through Sunday, August 10, 2008. During the "summer hours" period, employees in the categories above work one-half hour less per day than their regularly scheduled hours, but are paid for their regularly scheduled hours. While summer hours are in effect, the typical workday will be 8:00 am - 4:00 pm, Monday - Friday.

Below are a few helpful guidelines to assist you:

- ✓ full-time secretarial/clerical employees are eligible for "summer hours" consideration;
- ✓ employees must actually work 7.0 hours or more in the day in order to receive the additional benefit of .5 hours;
- ✓ timesheets should indicate the number of hours worked followed by the code "580". (*"580" will generate payment for the half-hour*);
- ✓ absences should continue to be indicated by the proper code (*for example 505 - vacation, 500 - sick, etc.*)

(See examples on reverse side)

Please note: One cannot receive the summer hours benefit when using other benefit time and code "580" should not appear on time sheets nor be entered into the system for any day prior to Monday, June 2, 2008.

If you have any questions, please contact Louise Parks (x5842) or Karen Kitchen (x5573). Thank you for your cooperation.

Please circulate within your department.

TIME SHEET EXAMPLES

EXAMPLE #1

An employee working a typical “summer hours” day:

| Date | actual hours worked | code/hours | Total hours (paid for) |
|--------|---------------------|------------|---------------------------|
| 6/2/08 | 7.0 | 580/.5 | 7.5 |

EXAMPLE #2

An employee working over 7.0 hours in the day:

| Date | actual hours worked | code/hours | Total hours (paid for) |
|--------|---------------------|------------|---------------------------|
| 6/2/08 | 7.5 | 580/.5 | 8.0 |

EXAMPLE #3

An employee taking benefit time during the day (*the result would be that the employee would **not** receive the summer hour consideration*):

| Date | actual hours worked | code/hours | Total hours (paid for) |
|--------|---------------------|------------|---------------------------|
| 6/2/08 | 3.0 | 500/4.5 | 7.5 |

EXAMPLE #4

An employee working 10 hours, 2 hours coded as authorized overtime:

| Date | actual hours worked | code/hours | code/hours | Total hours (paid for) |
|--------|---------------------|------------|------------|---------------------------|
| 6/2/08 | 8.0 | 240/2.0 | 580/.5 | 10.5 |

EXAMPLE #5

An employee working 2 extra hours on 6/2/08, so he/she can leave early for an appointment on 6/3/08:

| Date | actual hours worked | code/hours | Total hours (paid for) |
|--------|---------------------|------------|---------------------------|
| 6/2/08 | 9.5 | 580/.5 | 10 (no O.T.) |
| 6/3/08 | 5.5 | | 5.5 |