

Re: Summer Hours

As in past years, summer hour arrangements may be possible during the period Monday, May 7, 2012 to Friday, August 31, 2012 inclusively. For employees covered by a collective agreement, both employees and their supervisors should make reference to the Flexible Hours Section (if applicable) in their current collective agreement (available @ www.brocku.ca/hr-ehs (Collective Agreements Section) and keep the following criteria in mind regarding “summer hours” requests.

All arrangements must be approved by the Supervisor, Department Head and Dean/Director and meet the following requirements:

- Core operational hours (i.e. 8:30 a.m. to 12 noon and 1:00 to 4:30 p.m.) **MUST** be maintained for external and internal callers and visitors. In order for staff to take advantage of summer hours, coordination between and among staff is necessary. Since the University must continue to operate during the core hours (8:30 a.m. to 4:30 p.m.), not all departments can close early each day.
- **Appropriate signage and voice mail notification for redirecting visitors and callers must be in place. In addition, switchboard staff must be kept apprised of coverage arrangements so that callers can be redirected as necessary.**
- Break periods such as coffee breaks cannot be accumulated, if not taken, so as to reduce hours of work in the day.
- Altered patterns must comply with one of the following:
 - 8:30 a.m. to 4:00 p.m. with a half hour for lunch (with coordinated coverage arrangements).
 - 8:00 a.m. to 4:00 p.m. with an hour for lunch (with coordinated coverage arrangements).
 - Other options may be possible with the approval of the appropriate supervisor(s) and Dean/Director.

Please remember that our purpose is to provide service to the public and the University community. The success of “summer hours” depends on maintaining service in all areas. Supervisors are expected to ensure that summer hour arrangements are appropriate and that the agreed upon arrangements are maintained.

Any questions should be directed to Human Resources and Environment, Health & Safety staff.

April 2012