



## **Guidelines For Implementation 2015 Summer Work Days June 8 - August 14, 2015 (Excluding week of June 29 – July 3)**

**District Expectation:** The 2015 Summer Work Days schedule is being implemented for the department and school locations that do not contain any type of program where students are on campus. This year, the program will again be mandatory due to the financial savings that will be generated from the implementation of the program. The Summer Work Days schedule shall not adversely affect the services that are provided to students, schools, other operating units, co-workers, or the public.

**Summer Work Days Description:** A practice that enables an employee to complete the basic work week requirement of 37.5 hours (or in some cases 35 or 40 hours) in less than five full work days. The traditional work week of five days is compressed into four days by extending the length of the work day.

In addition to the financial savings to the district, previous District employee surveys revealed the following advantages to the implementation of the Summer Work Days schedule:

- Supports the District's cost containment initiative
- Employees have blocks of time off work to tend to personal matters without using leave time
- Employees can arrange schedules to accommodate family needs
- Employee work hours are scheduled to avoid peak traffic times
- Employer can control overtime and optimize staffing levels
- Departments can provide expanded hours of service
- Schools not providing services to students can close one day a week for cost containment advantages

**Oversight Department:** The Office of Human Resources will provide oversight to the questions and procedures for the Summer Work Days schedule. They can be reached at 754-321-1840. Information can also be found on the District's web site at [www.browardschools.com](http://www.browardschools.com) under the "Employees" tab.

**Employees Involved:** All employees will be involved in the Summer Work Days schedule. Exceptions may apply to those employees at technical centers, adult schools and other schools with year-round programs. This includes employees who work in departments, at administrative sites or school locations.

**Work Schedule:** The Summer Work Days program provides for Friday as the non-work day.

**Department Supervisors and Principals:** All supervisors must clarify start-of-day and end-of-day ranges, the core business hours (hours which all employees are expected to be at work) and accurate work-related records. It is up to the supervisor to provide oversight to ensure that the approved employee work schedules are followed, including adherence to the length of lunch chosen.



## **Guidelines For Implementation 2015 Summer Work Days June 8 - August 14, 2015 (Excluding week of June 29 – July 3)**

Organizational needs take precedence over flexible scheduling. All work schedules are discretionary and require the respective Department Supervisor/Principal's approval.

**Coverage:** The Summer Work Days schedule applies to department and school locations that do not contain any type of program where students are on campus. The program will include all exempt and non-exempt personnel, supportive professional staff, and twelve-month administrative staff who normally work the regular five-day week. Employees on less than year-round calendars, but who work more than the 196 calendar, will be required to participate in the Summer Work Days schedule during any weeks worked during the program's implementation.

The Summer Work Days schedule and overtime provisions outlined below pertain to the standard 37.5 hour work week. Related provisions shall be prorated for employees whose normal work schedules either are less or exceed the standard 37.5 hour work week. It is understood that certain operations cannot precisely conform to this schedule and designated employees therein will continue on regular or specifically approved schedule exceptions. The school locations that must remain open will continue on the traditional work schedule. Seven-day, twenty-four hour operations, such as the Broward County Public Schools Police Department and the Maintenance Operations Division, will remain on current schedules.

**Business Day:** The District's standard operational hours will be from 8:00 a.m. through 5:00 p.m., and all offices must be open during that timeframe, Monday through Thursday. The standard work day and office hours for employees will be within the ranges of 6:30 a.m. through 6:30 p.m., daily. Based upon the operational needs of each department, the start time of each work day may begin prior to 7:00 am. A standard lunch period is scheduled between 11:00 a.m. and 2:00 p.m. The standard work week will consist of 37.5 hours per week. Traditional work hours and corresponding Summer Work Days Hours are illustrated in Appendix A. Employees not on direct deposit will not be able to pick up their checks until the Monday following the payday. Information on direct deposit can be accessed through Employee Self Service.

**Flexible Work Schedules:** To provide employees with flexibility during the extended 4-day working schedule and subject to operational needs and supervisory approval, employees may adjust the starting and ending times of their daily schedules within a 6:30 a.m. through 6:30 p.m. schedule. Supervisors are encouraged to provide employees with as much additional flexibility as possible for this purpose. Schedules outside this time frame may be allowed if operationally feasible. Should an employee wish to use accrued vacation or sick time to shorten the day to its traditional length, it may be allowed, provided the needs of the department can be met.

\*\*Please note: The recommended start time of 6:30 am is for Administrative sites and school-based locations.



**Guidelines For Implementation  
2015 Summer Work Days  
June 8 - August 14, 2015  
(Excluding week of June 29 – July 3)**

**Lunch Period:** Employees are entitled to an unpaid meal break of at least 30 minutes each work day. Non-exempt employees must be completely relieved of work duties during the meal period for a meal break to be non-compensable. A lunch period (meal break) is an unpaid break of at least 30 minutes at the midpoint of the work day. Employees who normally have a one-hour lunch may opt for a half-hour lunch period while working the longer day.

The standard one-hour lunch period for office operations should be observed between 11:00 a.m. and 2:00 p.m.; however, supervisors may approve alternative lunch periods depending upon staff and operational needs. Employees may not forego a lunch period for purposes of late arrival or early departure.

It is the responsibility of the supervisor to ensure that the agreed upon work schedule is followed.

**Breaks:** Employees with standard breaks within their normal schedule will continue to be eligible for break periods. The break period must be preceded and followed by a substantial work period. Break periods may not be used as late arrivals, early departures, extended lunch periods or accumulated leave time from one day to another.

**Compensation:** Employees working the Summer Work Days schedule earn the same rate of pay and are eligible for the same benefit program as if they were working on a traditional schedule.

**Sick Leave and Vacation Leave:** Sick leave and annual leave (vacation days) will be earned as per the employee's work schedule but used based on the Summer Work Days schedule. See Attachment C for information on the payroll processing associated with these leave hours.

**July 4<sup>th</sup> Holiday Work Week:** Saturday, July 4<sup>th</sup> is a national holiday. In observance of the holiday, the District will be closed on Friday, July 3, 2015. Many employees have this day as a paid holiday. For others, it is a non-paid, non-work day. During the week of June 29, 2015, the traditional work week schedule will resume with Friday as either being a paid holiday or a non-work day for all employees. Employees shall not work extended hours in order to have any time off during this week.

**SUMMER WORK DAYS**



**Guidelines For Implementation  
2015 Summer Work Days  
June 8 - August 14, 2015  
(Excluding week of June 29 – July 3)**

**Calendar:**

2015	Mon	Tues	Wed	Thurs	Fri
June	<b>8</b>  <b>Begin 4DWW</b>	9	10	11	12 <b>First Non-Work Day for Non- Exempt employees</b>
	15	16	17	18	19
	22	23	24	25	26
Traditional work week	29	30	1	2	3 <b>Holiday/ Day Off</b>
July/Aug.	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
	3	4	5	6	7
	10	11	12	13	14

- **BEGIN:** Monday, June 8, 2015 and end Friday, August 14, 2015
- **EXCEPTION:** Week of July 4<sup>th</sup> Holiday (June 29 – July 3)  
This is a traditional work week schedule (Shaded Area).

## SUMMER WORK DAYS



### **Guidelines For Implementation 2015 Summer Work Days June 8 - August 14, 2015 (Excluding week of June 29 – July 3)**

**Process for Implementation:** Following are the actions for the Roll Out Procedures.

1. Senior Leaders shall:
  - a. Forward the 2015 Summer Work Days packet to Department Supervisors/Principals;
  - b. Communicate expectations regarding operational needs, work hours and employee schedules;
  - c. Review and approve master work schedules.
  
2. Department Supervisors/Principals shall:
  - a. Determine the operational needs of the department or school;
  - b. Set the operational parameters of work hours;
  - c. Discuss the 2015 Summer Work Days guidelines and operational expectations with staff;
  - d. Distribute daily work hour schedule information (Appendix A) and customized Employee Schedule Reporting forms (Appendix B) to employees;
  - e. Create a master employee work schedule for the department; and
  - f. Forward master employee work schedule to the Cabinet Leader for approval and reference.