

Grossmont-Cuyamaca Community College District

Summer 4/10 Schedule Reference

June 7, 2010 – August 13, 2010

Our minimum service hours for the summer will be Monday – Thursday, 8 a.m. – 6 p.m. Depending on work schedules, departments may have employees scheduled before or after that time period. The District will be closed Friday, Saturday and Sunday.

Each department will be asked to consider employee safety, manager/supervisor coverage, and employee requests in determining work schedules to accommodate the 8 a.m. – 6 p.m. service hours. Change in Work Schedule forms are not required. Below are some general guidelines.

Sample Schedules

Here are a few sample schedules you may want to consider and discuss with your manager/supervisor:

7:00 a.m. – 5:30 p.m. (30 min. lunch)

7:30 a.m. – 6:00 p.m. (30 min. lunch)

8:00 a.m. – 6:30 p.m. (30 min. lunch)

7:00 a.m. – 6:00 p.m. (60 min. lunch)

7:30 a.m. – 6:30 p.m. (60 min. lunch)

8:00 a.m. – 7:00 p.m. (60 min. lunch)

Breaks

During your 10 hour shift you are entitled to two breaks – 20 minutes each. Why not take a walk and get that blood pumping?



Lunch Breaks

30 or 60 minute breaks are available.



Schedule Changes

Consistency is the goal. Please take some time to work out your schedule with your manager/supervisor and then plan to adhere as closely as possible to that schedule for the whole summer. Discuss any necessary changes with your manager/supervisor.

Vacation and Comp Time

Providing the department has adequate coverage during the 8am – 6pm service hours, managers/supervisors may approve the use of accrued time off to shorten the 10-hour work day.

4th of July Holiday, Employee Birthday, Optional Vacation Day, Professional Development Day

The 4th of July Holiday is scheduled for Monday, July 5, 2010 and is equivalent to 10 hours for 100% contract employees. Employee Birthday, Optional Vacation Day and Professional Development Day are also equivalent to 10 hours if taken during the 4/10 schedule.

Personal Necessity Leave, Regular Sick Leave and Extended Leave Without Pay

As a reminder, personal necessity leave is for unforeseen events. *Personal necessity*, as well as *sick leave* and *extended leave without pay* rules and processes continue to apply as usual.



Based on a staff suggestion, DEC recommended the 4/10 schedule as a cost savings measure, and a well deserved break for employees. Enjoy your three-day weekends!