Office of Human Resources

TO: Classified Professionals and Administrative/Confidential Staff

FROM: Charo L. Albarrán, MPA
       Executive Director

DATE: April 11, 2018

SUBJECT: Summer 2018 Four/Ten Workweek Schedule

The college will again adhere to a 4/10 workweek during the summer break between spring and fall semesters. The specifics are as follows:

- The 4/10 workweek schedule for 2018 will be ten weeks long. The 4/10 schedule begins Monday, May 28*, with the last week beginning Monday, July 30.

- *The two weeks with a holiday (Memorial Day and Independence Day) will both be a 3/10 week; full-time employees will work three 10-hour days the weeks of May 28 and July 2.

- The college will resume the normal five-day/eight-hour-day schedule on Monday, August 6.

The purpose of the 4/10 summer schedule is to keep the campus closed on Fridays to the greatest extent possible. However, it is understood that a few offices or individuals might have special needs that require accommodation. Article 14.2.2 of the District/Association agreement allows for such requests. Contact the Executive Director of Human Resources if you want to make such a request. By prior agreement, the classified union will be consulted regarding exceptions. Any individuals and departments wishing to be exempt from this clause shall put their requests into writing and submit to the Office of Human Resources by May 1st.

Below are guidelines within which departments must schedule. Each employee’s specific schedule will be determined in cooperation with, and approval of, the supervisor.

1) Choice of one hour or one half-hour for lunch.
2) Earliest beginning time is 6:30 a.m.; latest ending time for day employees is 7:00 p.m.
3) Less-than-full-time employees will divide their total weekly hours by four to determine the hours per day to be worked.
4) The following standard hours for day staff are suggested.

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<tr>
<th>One Hour Lunch</th>
<th>One-Half Hour Lunch</th>
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<tr>
<td>6:30 a.m. - 5:30 p.m.</td>
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<td>7:00 a.m. - 6:00 p.m.</td>
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<td>8:00 a.m. - 7:00 p.m.</td>
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Schedules are to be arranged between supervisors and employees. Exceptions to the schedule options above require review by Human Resources.

2277 Napa-Vallejo Highway, Napa, CA 94558
(707) 256-7100     www.napavalley.edu