Q. When will the summer hours take effect?
A. The first week will begin the week of Monday, June 1st and end the week of August 17th. RCGC will be open Friday August 28th. *Also note: The week of July 4th will be a standard work week (Monday – Friday 7 hours per day with Friday off for July 4th)*

Q. What buildings will be open and staffed on Friday’s?
A. No buildings will be open on Fridays.

Q. If an employee works in a building that is not closed can the employees still have a summer schedule?
A. Yes, as long as it is approved by a supervisor and does not affect the operation of the department.

Q. If an employee does not want to work an 8.75 hour day, can he or she use vacation hours in lieu of working the extended hours?
Example: 7 hour work days and using 1.75 vacation hours for each work day.
A. Yes, as long as it is approved by a supervisor and does not affect the operation of the department.

Q. If an employee does not want to work an 8.75 hour day, can he or she use sick leave in lieu of working the extended hours?
A. No. Sick leave is to be used for your own personal sickness or caring for a dependent.

Q. If an employee does not want to work an 8.75 hour day, can he or she use personal leave in lieu of working the extended hours?
A. No. Personal days are only to be used for personal bona fide business that cannot be handled outside of regular hours. Since the College is closed, this would not apply.

Q. If an employee does not want to work an 8.75 hour day, can he or she use comp hours in lieu of the extended hours?
Example: 7 hours work days 1.75 comp hours for each work day.
A. Only hourly employees may do so since they earn comp time and as long as it is approved by a supervisor and does not affect the operation of the department.

Q. If an hourly employee does not want to work the extended hours and does not want to use vacation or comp times for extended hours, can the employee work a 7 hour day?
Example: 7 hours worked over 4 days = 28 hours paid (7 hours without pay)
A. This may have an impact on health benefits continuation. If this option is being explored please contact Human Resources before seeking supervisor approval. Note, hourly employees are only paid for hours worked.
Q. If a salaried employee does not want to work the extended hours and does not want to use vacation or floating holidays for extended hours, can the employee work a 7 hour day?
A. No, all salaried employees must work a minimum 35 hours within the four (4) day work week.

Q. Can an employee start work 30 minutes earlier than usual during this time period?
A. Yes, as long as it is approved by a supervisor.

Q. Can an employee who is working the extended hours take a 30 minute lunch instead of one (1) hour?
A. Yes, as long as it is approved by a supervisor.

Q. For hourly employees who were eligible to earn comp time during the 2014-2015 academic year, can any comp time be carried over?
A. Yes, but all comp time must be used by August 21, 2015.

Q. With pay day on Friday’s, can employees who do not have direct deposit pick up their check on Thursday?
A. Yes, all electronic notices will be sent out on Thursday. Note: paychecks will be dated Friday.

Q. If I take a vacation, sick, personal or floating holiday during this time period how will it be charged?
A. If you have been working the 8.75 hours per day that is how your leave time should be reported.

Q. How will the week of the July 4th holiday work?
A. During the week the holiday falls, we will revert back to a 7 hour day 5 day work week.

Q. I understand the Fine Arts Building will be closed but also understand there are activities that are scheduled in August. How does that affect the summer hours?
A. If this occurs, all employees scheduled to work in the Fine Arts Building will revert back to a 7 hour day, 5 day a week schedule.

Q. Can vacation time be carried over?
A. The policy has not changed. Vacation time of no more than one (1) years worth may be carried forward into the next fiscal year.

Q. Will Technical Support be open on Friday’s?
A. No. Technical Support will follow the weekend schedule however you can still contact Technical Support at rcgc.edu/ts. If an emergency situation occurs that requires technical support please contact Security who can reach Technical Support.