



## **Tennessee State University Summer Work Week Policy (6.40.01)**

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### **OVERVIEW**

In an effort to promote the efficient delivery of services during the summer months and reduce energy costs, Tennessee State University has joined a growing number of Universities, businesses and other entities by implementing a four-day summer work week schedule for all employees, except those deemed essential personnel. Under the summer work schedule, non-essential employees will still work the required minimum of 37.5 hours in a work week, but will do so in a four-day Monday-Thursday compressed work schedule.

### **FOUR-DAY SUMMER WORK SCHEDULE, HOURS AND TIME PERIOD**

#### Summer Work Week Schedule

Monday – Wednesday: 7:30 a.m. to 6:00 p.m.

Thursday: 7:30 a.m. to 5:30 p.m.

A one hour lunch break is included in the work day and employees will continue to be eligible for two breaks, in accordance with Tennessee Board of Regents and TSU policy. Employees may not skip the lunch hour and leave one hour early.

### **EMPLOYEES COVERED**

The summer work week shall apply to all employees (including faculty), except employees deemed by the President to be essential personnel.

#### Essential Personnel – Definition and Work Schedule

##### Authority to Designate Units or Employees as Essential

The President shall have the sole authority to designate certain units as essential personnel units and to designate certain employees as essential personnel.

##### Units or Employees Designated as Essential

Currently, the Police department, Facilities, Residence Life, Summer Programs, and Athletics have been deemed to be essential units. The Vice Presidents and supervisors in those areas will

work with the President's office to designate certain employees as essential personnel and in developing appropriate work schedules to accommodate those units' unique operations. The President shall have the authority to designate other units or employees as essential as deemed warranted.

### Work Schedules for Essential Personnel Units/Employees

The work schedules for units deemed to be essential personnel units may include, but will not be limited to, minor alterations of the summer work schedule or working a regular work week (Monday through Friday, 8:00 a.m. to 4:30 p.m.), with the same requirement to work a minimum of 37.5 hours in a work week.

### **OVERTIME HOURS**

For non-exempt employees, overtime hours will be approved and compensated in accordance with the regular overtime and compensatory time policy (TBR Guideline P-020 and TSU Policies 6.27 and 6.28).

### **LEAVE TIME**

Applicable employees will continue to accrue leave in accordance with TBR and TSU policy. Employees subject to the summer work week policy will be charged the number of hours scheduled to be worked that day if they are absent from work due to leave (Annual and Sick Leave).

### **HOLIDAYS**

Only one holiday will be affected by the summer work schedule – Independence Day (July 4th). The campus will observe a regular work week (Monday thru Friday, 8:00 a.m. to 4:30 p.m.) during the week of Independence Day.

### **HARDSHIP ISSUES (for informational purposes only)**

Internally, supervisors will be notified that they can exercise some flexibility, subject to the approval of the Director of Human Resources and the appropriate Vice President, with respect to employees for whom the work week schedule may constitute a hardship. A hardship shall be defined to include childcare, elder care, medical, and/or physical limitation issues.

### **AUTHORITY**

[TBR Policy No. 5:01:00:00](#) (General Personnel Policy); [TBR Guideline P-020](#) (Procedures for Implementation of the 37.5 Hour Workweek and Compliance with the Fair Labor Standards Act Overtime Provisions); and TSU Policy 6.40.