



MEMORANDUM

TO: TMCC Classified and Professional Staff

FROM: Michele Meador
Chief Human Resources Officer

DATE: April 6, 2012

SUBJECT: Winter Break Guidelines

The Cabinet has recommended, and the President approved, the closing of the Dandini, Edison Way and Redfield sites from **Monday, December 24, 2012 – Tuesday, January 1, 2013**. Staff would need to take leave for the period December 24, and 26 – 31, 2012 (5 days). The Meadowood site will remain open for limited operations. Also, the E.L. Cord Childcare Center will follow scheduled holiday hours.

It is not intended that any employee will suffer a reduction in pay as a result of these closures. Because the college is prohibited from offering administrative leave to classified employees during these closures, a number of options are listed in this document to accommodate various needs and interests during these times. We are asking staff at **ALL** TMCC locations to utilize one of the following options:

- Faculty on 'A' contracts, administrators and classified staff may choose to use accrued annual leave between these times. With two official state holidays occurring during this time, 40 hours (5 days) would be necessary to charge against annual leave or unpaid leave days accrued due to salary reductions.
- Those classified employees who do not wish to take their annual leave or who have insufficient balances to cover the closure may choose to earn compensatory time equivalent to the number of hours needed for the break. Although these hours cannot be specifically set aside for the break, earning the hours needed for the break in compensatory time will compensate the employee for the time used during the closure. **Working additional hours for the accrual of compensatory time requires the agreement of both the supervisor and the employee. Such agreements must be made in advance of the time worked and must be in writing.** Working compensatory time will be helpful in allowing staff to get caught up on work in advance of the closure thus minimizing the burden of lost work time.
- Full time classified employees earn compensatory time at the rate of time-and-one-half for every hour worked in excess of either an 8 hour day or a 40 hour

week. To earn the 40 hours of required compensatory time, **an individual must work 26 hours and 40 minutes. If your work schedule is other than Monday through Friday, please check with your supervisor or Human Resources to determine the hours you will need for the break.**

- Part-time employees do not earn compensatory time at the time-and-one-half rate unless the time worked exceeds either an 8 hour day or 40 hour week. Please contact Sandi McPherson at 674-7656.
- All compensatory time earned must be used before any annual leave is requested.
- Student employees cannot earn compensatory time. These employees will be allowed to work additional hours prior to or subsequent to the closure to maintain their normal pay during that period.

Once the approval to work the additional hours has been extended, the time needs to be reported on a Compensatory/Overtime Request Form. **Human Resources requests that compensatory time for the winter break closure be submitted on a monthly basis. Employees can no longer list “winter break” as the reason for overtime. They must give the actual reason for the time worked.**

Supervisors please note: It is your responsibility to approve the method of accrual for your employees’ compensatory time. Due to budget constraints any hours worked above the 40 hours required for the break, must be based on your departmental needs and may be forwarded to your appointing authority for verification by Human Resources. For example, employees may be allowed to work ½ hr. of their lunch break and turn that time in for compensatory time for winter break, but once the 40 hours are accrued they must return to their one-hour lunch period unless there is a legitimate need for them to work half of their lunch break.

For those individuals who do not wish to participate in the options listed, the Meadowood site will be open and arrangements will be made to reassign staff to that location during the holiday period. The employee will be required to check in with their supervisor or the administrator-in-charge at the Meadowood site.

By December 3, 2012 we would like to know which individuals have chosen not to take time off for the winter break. We will need to make arrangements for those individuals to work at the Meadowood site.

This decision was made after careful consideration to ensure that no services to students would be adversely affected.

Please direct any questions, comments or concerns to me at 673-7249 or Sandi McPherson at 674-7656.