

To: University of the Pacific Stockton Community

From: Jane Lewis
Assistant Vice President, Human Resources

Date: March 17, 2008

Subject: 2008 SUMMER HOURS SCHEDULE

I am very happy to inform you that in light of our continuing conservation efforts and the overwhelming appreciation of this employee benefit, the President's Cabinet has again approved summer hours for the period between **Monday, May 19, 2008 and Friday, August 15, 2008**. This program will be accomplished by rescheduling our hours slightly so that we will have essentially a 4-½ day work week.

1. The University opens for business at 7:30 AM instead of 8:30 AM, Monday through Friday.
2. Employees work 7:30 AM – 4:00 PM (with a ½ hour lunch) Monday through Thursday. This is 8.0 hours of work per day.
3. On Fridays employees work 7:30 AM – 1:00 PM (without a lunch break). This is 5.5 hours of work.
 $8.0 \times 4 = 32$ hours, plus 5.5 hours on Friday = 37.5 hours per week.

The University will not formally close at 4:00 PM Monday – Thursday, or 1:00 PM on Friday. Certain offices may be required to remain open to maintain essential operations. For example, essential operations may include serving prospective students and families, employee relations, and special events. Please remember that the determination as to which office(s) remain open, either on a permanent or periodic basis, is up to each Vice President/Provost. Individual supervisors/Deans should receive their direction as to what constitutes “essential operations” from their Vice President/Provost.

Employees are expected not to vary from the summer hours schedule so that normal operating procedures are maintained in all departments. It will be up to the discretion of the supervisor to manage any scheduling conflicts within his/her department.

During the summer hour's schedule, Monday through Friday will be designated as casual dress days. Employees are expected to wear attire that is clean, neat in appearance, and appropriate for business, and the office in which they work.

Acceptable casual dress includes: Khakis style trousers, shirts either polo-style or button down, and shoes and socks for men. Dresses, skirts, pants, split-skirts (skorts), shirts, and shoes/safe walking sandals for women.

Unacceptable dress includes but not limited to: Shirts with inappropriate wording or graphics, exercise and sports tank tops, T-shirts, shorts, revealing tops or bottoms, torn or patched clothing, flip-flop sandals, or jeans.

When unsure of what is acceptable, confirm with your supervisor. If attire is inappropriate, you may be asked to leave, change, and return to work in appropriate attire.