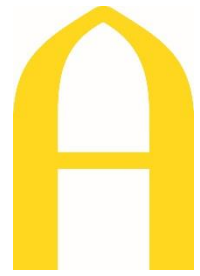


Summer FAQs



As the summer grows closer, employees often have questions regarding summer dress code, work hours and holidays. Answers to these frequent questions are below. Of course, employees should discuss how this relates to individual offices with their manager/supervisor, and the HR team is ready to answer individual questions as well.

- 1. When are we closed for summer holidays?** The campus will be closed on Monday, May 31st for Memorial Day and Friday, July 2nd for Independence Day. Full-time, 12-month employees will receive holiday pay for these days; 12-month, part-time employees will receive prorated holiday pay for these days. Academic Year employees only receive holiday pay if the holiday falls within the timeframe in which they are regularly scheduled to work.
- 2. What is our summer dress code?** For those offices that do not have uniforms or safety concerns, the dress code remains the same for summer as the other three seasons. As employees make decisions about their appearance, it's important to remember that we expect professionalism from employees in both action and appearance. The college employee handbook dress code policy remains in force throughout the summer. The college continues to have many campus visitors during the summer months, and it's important for employees to continue to proudly represent the Augustana brand in action and appearance.
- 3. How does the condensed summer schedule option work?** Beginning the week of Memorial Day (Tuesday, June 1st) employees, with supervisory approval, have the option of working their normal hours in a condensed format. Many employees choose to work nine hours per day from Monday-Thursday and four hours on Friday. The college remains open all week days during the summer, and all offices must be open and ready to conduct college business (lights on, doors unlocked and a staff member present to assist with any needs necessary). Each office must consider the best way to provide coverage so that needs of the college and campus visitors are met. Voice mail messages should indicate an extension where help is available if an employee is gone for the afternoon. The switchboard dispatcher greatly appreciates updated information on where callers should be routed. Employees should continue to use Time Clock Plus to track hours worked. Work in offices may start as early as 7 a.m., and scheduled hours should generally conclude by 5:30 p.m. This condensed schedule benefit will be available as outlined above beginning Tuesday, June 1st and ending on Friday, August 27th. **As always, the needs of the campus come first, so some offices or employees may not be able to take advantage of this condensed work week option. Some offices may choose to curtail this option during particularly busy times.**
- 4. Are there any special concerns about PTO usage?** PTO time is subject to the approval of each employee's manager or supervisor and should be scheduled with as much notice as possible. All employees should submit PTO requests using Time Clock Plus for accurate accounting of time away.
- 5. What are the start and end dates for academic year employees?** Employees who work the academic year should generally end academic year work the week after graduation (May 23rd). Regular hours beyond this must be approved by the applicable Cabinet member before the work occurs. Academic Employees should return to work for the 2021-22 school year on Monday, August 23rd. Classes for the 2021-22 academic year begin on Monday, August 30th.