



30 March 2017

## HUMAN RESOURCES COMMUNIQUÉ

### Summer Hours

Effective Thursday, June 1<sup>st</sup>, 2017, the University will be functioning under the following guidelines in departments where it is operationally feasible:

1. Summer hours may be instituted for the period of Thursday, June 1<sup>st</sup> until Friday, September 1<sup>st</sup>.
2. The total daily and weekly hours must remain the same (i.e. 7, 7.5 or 8 hours daily; 35, 37.5 or 40 hours weekly).
3. Employees' daily lunch periods may be reduced to no less than thirty (30) minutes daily.
4. All University offices must remain staffed to an operationally acceptable level between the hours of 08:30 A.M. and 4:30 P.M. daily, or as directed by the College or Directorate.
5. Staff preferences should be taken into account whenever possible in establishing the length of the daily lunch period, provided that the work of the department is not negatively impacted.
6. In work locations where a Collective Agreement is in effect and where summer hours can be instituted, employees must be given two (2) weeks written notice of the revision by posting.

If you have any questions, your Human Resources Consultant would be happy to provide assistance.

A handwritten signature in blue ink, appearing to read "Chris Nutt".

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Chris Nutt, Director, Staff Relations

PLEASE POST THIS COMMUNIQUÉ FOR THE INFORMATION OF ALL STAFF