

Summer Hours

The Department of Epidemiology sponsors a summer hours program that provides officers of administration and non-union support staff an opportunity to enter into a flexible work arrangement that will condense the 35-hour workweek into 4 or 4.5 days, resulting in an extended weekend. Summer hours go into effect on the Monday after the 4th of July and extend through the Friday before Labor Day.

The Department is offering two separate options so as to best accommodate the needs and schedules of its employees. An employee may choose to work an additional hour Monday-Thursday and leave at 12 PM on Friday, or work an additional hour and 45 minutes Monday-Thursday and take Friday off completely. Details about proposed weekly schedules and employee eligibility can be found below.

Eligibility

In order to be eligible for summer hours, a staff member must be employed by the Dept. of Epidemiology for a full calendar year. The staff member’s supervisor must also approve of the arrangement. Supervisors should determine whether to allow a staff member to participate on a case-by-case basis in accordance with the needs, requirements, and constraints of both the department and the staff member. As a general rule, to be approved for summer hours, the staff member should have excellent time management skills and a demonstrated history of satisfactory, independent work performance. Supervisors can elect to revoke summer hours if business conditions change or job performance is negatively affected. Supervisors can also require that staff temporarily suspend summer hours in order to meet urgent deadlines.

Part-time officers of administration and non-union support staff members are welcome to propose a modified summer arrangement to their supervisors, as long as they meet the other criteria above and their proposed schedule does not alter the total number of hours worked and continues to meet the needs of the position.

Requesting Summer Hours

Staff interested in summer hours should begin by completing the University’s approved FWA form (available at hr.columbia.edu/sites/default/files/document-files-word2014/09/08/flexible_work_arrangement_proposal_form.doc) and meeting with their supervisor to discuss the arrangement. If the supervisor approves, s/he will mark that the arrangement has been approved, both the staff member and supervisor will sign the form, and the supervisor will send an email to Director of Human Resources and Faculty Affairs Kiki Korikis, copying the staff member, with a PDF of the form.

The Department of Epidemiology strives to be a supportive and nurturing work place, and we hope that our staff will take advantage of this program during the summer months.

SUMMER HOURS SCHEDULE		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OPTION #1	ARRIVE	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM
	DEPART	6:00PM	6:00PM	6:00PM	6:00PM	12:00PM
OPTION #2	ARRIVE	9:00AM	9:00AM	9:00AM	9:00AM	OFF
	DEPART	6:45 PM	6:45 PM	6:45 PM	6:45 PM	