



DATE: August 22, 2019
TO: Swing Shift or Night Shift II Classified Staff
FROM: Rebecca Weiland, HR Analyst-Employee & Labor Relations (W.O.C.)
CC: Tre'Shawn Hallbaker, Interim Dean of Human Resources
 Lisa Winter, Compliance Administrator/Title IX Coordinator
SUBJECT: FLEX DAY GUIDELINES FOR SWING SHIFT OR NIGHT SHIFT II SHIFT

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SMC Professional Development Opening Day is scheduled for Thursday, August 22, 2019. **If the needs of your department allow**, classified staff members who work the swing shift (***or night shift***) are encouraged to attend. Please see the schedule for workshops time and location. Please look under Human Resources, then Professional Development, Classified. You are also welcome to review the website link:

<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/Classified-Professional-Development-Committee.aspx>

In addition, Classified staff are also welcome to attend workshops scheduled for faculty. Because you work either the "swing shift (***or Night Shift II***)" here are your options and the process:

1. These sessions are outside your "normal" working hours and it is your choice to attend or not to attend. It is not mandatory.
2. All classified staff members must receive approval from their immediate supervisor prior to attending these sessions to ensure adequate department coverage.
3. If the needs of your department allow and you are approved to attend by your supervisor, up to *two (2)* hours of time may be taken, reducing your regular work schedule by up to *two (2)* hours. **(This is applicable to Swing Shift only)**
4. The reduction may be taken either the evening before the event (leaving early) or the evening of the event (arriving late), as agreed to after discussion with your supervisor. **(This is applicable to Night Shift II only only)**
5. Work with your supervisor to determine when and how long the reduction in hours will be scheduled.
6. If you choose not to attend, you have to work all of your regular hours (i.e. 8 hours for full-time employees).
7. If you attend, you must sign in (in-person) to confirm your attendance. If you do not sign in, you have to work all of your regular hours.

The schedule shift must be coordinated and approved with your supervisor. Please acknowledge by signing below and this form in to your supervisor.

_____ I have worked with my supervisor, received approval, and will be attending Flex day for _____ hours.
 I will be reducing my work schedule on _____ to offset my Flex Day attendance

_____ I will **not** be attending Opening Day sessions.

Employee Signature _____ Date _____
 Supervisor Signature _____ Date _____