



Supervisor's Guide to Implementing the 2018 4-Day Summer Schedule

General Information

1. What is the Summer Work Schedule?

For 9 weeks this summer, the FCPS workweek will shorten to four days per week. Almost all employees will report to work Monday through Thursday but not on Friday. You may alter this schedule to a Tuesday-Friday workweek for certain employees to accommodate building coverage needs. [See Building Management & Outside Users section for more information about outside users.] Employees who would normally work a five-day week in the summer will make up the fifth day by working longer days the rest of the week.

2. When is the schedule in effect?

FCPS will follow the 4-day Summer Work Schedule starting the week of June 18. We will return to the regular 5-day work schedule starting the week of Monday, August 20.

3. Which of my staff members will work this schedule?

The schedule applies to all 12-month employees in your school or department — everyone on the 243-day, 244-day and 260-day calendars including teachers, administrative/supervisory, AMT and support staff.

4. What about custodians?

The 4-day schedule applies to custodians as well. You may need to “flex” custodians’ schedules to make sure your building is covered if contracted daycare providers are using it. For example, one custodian will work Monday-Thursday while another works Tuesday-Friday. In this way, both receive the benefit of the 4-day workweek and 3-day weekends. [See Building Management & Outside Users section for more information about outside users.]

5. FCPS is closed on July 4, which is a Wednesday, for Independence Day. What is the work schedule that week?

During this week only we will work the usual, non-compressed schedule on Monday, Tuesday, Thursday and Friday. Wednesday, July 4, will be a non-duty day (holiday). During this week employees on a 7-hour day will work a total of 28 hours, and employees on an 8-hour day will work 32 hours. To the extent your staffing permits, please arrange employee schedules that week to assure your office or building is staffed and open to the public during the 7:30-5 timeframe, Monday, Tuesday, Thursday and Friday. You may need to “flex” schedules so that one employee arrives earlier and leaves earlier, while another starts and ends later.

Employee Supervision

1. Some of my staff members work 40 hours per week and others work 35 hours per week. What will their daily schedules look like?

Employees who normally work a 40-hour week will work 10 hours per day, Monday-Thursday. Employees who normally work a 35-hour week will work 8 hours and 45 minutes per day, Monday-Thursday. A time chart is attached to assist you and your staff in planning.

- 2. Non-supervisory support employees are provided a 15-minute break for each consecutive 4 hours worked. Can employees skip the breaks and go home early?**
No. Rest breaks are counted as hours worked, and employees are compensated for the time. Supervisors should encourage employees to take advantage of two 15-minute breaks daily to enjoy a non-work activity, such as stepping outdoors for some fresh air or grabbing a snack away from the work area. This will help break up the day.
- 3. Can employees take a 30-minute lunch break or take lunch break at the end of the day?**
Employees may take either a 30-minute or 60-minute lunch break. Every employee should take a minimum 30-minute lunch break. Lunch may not be taken at the end of the workday. Employees are required to work their full extended-day schedules, and time spent at lunch cannot be “counted” toward the required work hours.
- 4. What should staff record on the Leave Request Form if they take annual, personal or sick leave?**
They should note the date leave is taken and indicate whether it is for a full day, half day or specific number of hours, as usual. *Please direct employees to write “compressed schedule” on their leave requests to assist Payroll in correctly recording leave.* The Summer Work Schedule will not change leave accrual, amount of compensation or paycheck distribution dates.
- 5. Can I ask an hourly employee to work more than 40 hours in a week?**
Yes. But as usual, an employee who works more than 40 hours per week is entitled to receive overtime pay. Direct the employee to request overtime pay on an FCPS timesheet; it will be processed according to Fair Labor Standards guidelines.
- 6. What if an employee prefers not to participate in the 4-day week for health or other reasons?**
Most employees enjoyed the 4-day summer schedule when it was first introduced in 2003 and considered the additional days off a nice “perk.” However, some had difficulty adjusting to the longer days for health reasons or similar extenuating circumstances. Please accommodate employees who have a reasonable need for an alternative schedule. We recommend that employees take annual leave to make up time lost if they must stay on a traditional 7-hour or 8-hour day. If you have questions about handling these requests, please contact Paula Lawton, Executive Director of Human Resources, x4-5086.

Building Management & Outside Users

- 1. Delivery companies such as UPS and some community members may expect us to keep our usual hours. How should we handle that?**
Schools and all Central Office departments should be open from 7:30 a.m. until 5 p.m. to provide service to the public. To assure phone and desk coverage, you may need to “flex” schedules so that one employee arrives earlier and leaves earlier, while another starts and ends later.
- 2. Outside groups and daycare programs use our school building and grounds in the summer, often on Fridays. If we’re closed on Friday, what happens to them?**
By contract, daycare providers with whom FCPS already has agreements may continue to operate in FCPS facilities on Fridays. Other outside users may use school grounds on Fridays. However, if they wish to use the building on Friday, fees and other terms of their facility use agreement must handle Friday as if it were a Saturday or Sunday; any custodial services required would be contracted at the appropriate rate of pay, which may include overtime. Note: Custodians and other employees may not be required to work on Fridays for outside groups other than contracted daycare providers.

If you have questions about the Summer Work Schedule, please talk with your own supervisor, or contact Paula Lawton, Executive Director of Human Resources, x 4-5086.