

2011 Summer Hours Information

Summer Hours will begin on Monday, May 9th and will run through Friday, August 26th.

- For most, this means the Monday through Thursday workday is extended in order to allow for half days on Fridays.
- Please remember that in exchange for this time; the College expects that weekly work hours for employees are totaling their normal workweeks (either 35 or 40 hours). In addition to workdays starting 30 minutes earlier, the lunch hour is also reduced to 45 minutes.
- While most College employees will be working according to the Administrative Office hours, some department schedules vary and are posted below.

Administrative Office Hours:

- Monday through Thursday 8:00 a.m. - 4:30 p.m.
- Fridays 8:00 a.m. - Noon

Child Care Center:

- Monday through Friday 7:30am - 6:00pm
- Closed the week of July 4th-8th.*

Safety and Security:

No schedule change, the regular schedule will be observed.

Central Duplicating:

- Monday through Thursday 7:15am - 4:30pm
- Friday 7:00am - Noon

Postal Center:

- Monday through Thursday 7:15am - 4:30pm
- Friday 7:00am - Noon

Career Center:

- Monday and Tuesday 8:30am - 7:00pm (4:30 - 7:00 by appointment only)
- Wednesday through Thursday 8:30am - 5:00pm
- Friday 8:30am - 12:30pm

Library:

The Library will be open all scheduled hours, including Friday afternoons and weekends. See the Library website <http://www.sjfc.edu/library/about/hours.dot> for specific hours.

OIT:

Please see the OIT website <http://oit.sjfc.edu/> for specific hours.

2011 Summer Hours Information-Continued

Facilities (Office Staff):

- Monday through Thursday 6:45am - 4:00pm
- Friday 6:45am - 11:45am

Grounds Department:

- Monday through Thursday 6:00am - 3:30pm
- Friday 6:00am - 10am

Housekeeping (A shift), (C shift), (Weekends):

- No schedule change, the regular schedule will be observed.

Maintenance:

- Day shift normal maintenance will be Mon - Fri 7:00 AM - 3:30 PM
- Normal maintenance coverage from 3:30 PM - 11:00 PM
- Mechanics working on capital projects may have adjusted hours based on project needs.

Additional Information and Tips

- ✓ On the door of your office, please post your office hours for Summer 2011.
- ✓ Please change your Voice Mail message to indicate your specific Summer Hours. This change should be made immediately prior to the beginning of Summer Hours.
- ✓ For questions pertaining to payroll/timekeeping, please contact a member of the Payroll Department.