

# ST. LAWRENCE UNIVERSITY

May 10, 2013

**TO:** Department Heads & Time Input Operators  
**FROM:** The Office of Human Resources  
**RE:** *Summer Hours '13 - Secretarial/Clerical Employees*

Summer hours for full-time support staff represented by CSEA bargaining unit, as well as Confidential staff and Executive Secretaries begin Monday, June 3, 2013 and continue through Sunday, August 4, 2013. During the “summer hours” period, full time employees in the categories above shall work one-half hour less per day than their regularly scheduled hours, but are paid for their regularly scheduled hours. While summer hours are in effect, the typical workday will be 8:00 am - 4:00 pm, Monday - Friday.

Below are a few helpful guidelines to assist you:

- full-time secretarial/clerical employees are eligible for “summer hours” consideration;
- employees must actually work 7.0 hours or more in the day in order to receive the additional benefit of .5 hours;
- absences should continue to be indicated by the proper code
- Web time entry should reflect the following:

Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
Monday	7.0			.5	Summer Hours Csea/Nu Clerical ▼

**Please note: One cannot receive the summer hours benefit when using other benefit time and the “summer hours” earnings type should not be entered into web time entry for any day prior to Monday, June 3, 2013.**

If you have any questions, please contact Karen Kitchen (x5573) or Susan Johnson (x5842). Thank you for your cooperation.