



MEMORANDUM

TO: University Administration, Faculty & Staff

FROM: Dr. Veronica Sills, Associate Vice Chancellor & Chief Human Resources Officer

DATE: Monday, May 28, 2024

SUBJECT: Implementation of Summer Flex Hours Program

We are pleased to announce the implementation of the Summer Flex Hours Program, including the addition of Summer Half-Day Fridays, for the upcoming 2024 summer season. This year's initiative will run from June 3, 2024, to August 2, 2024, and is designed to offer flexible working hours to our employees while maintaining our operational efficiency. Although some department supervisors may have already planned a summer flex schedule, this initiative provides another viable option.

Program Overview

The Summer Flex Hours with Half-Day Fridays Program allows employees to request to adjust their work schedules during the summer months, providing an opportunity to balance work responsibilities with personal time more effectively. Participation in this program is voluntary and contingent upon the operational needs of each department. Please note that departments are not mandated to participate if it interferes with their essential functions.

Frequently Asked Questions and Guidelines

To ensure smooth and effective implementation, we have developed a comprehensive set of Frequently Asked Questions (FAQs) and Employee & Supervisor Guidelines. The FAQs and Guidelines are designed to support the implementation of the Summer Flex Hours Program by clarifying procedures, setting expectations, enhancing communication and ensuring compliance. These documents will be available on the Human Resources website under the Benefits section. In areas where employees have limited use of computers, we suggest that the supervisor post this memo and the supporting information in an area that is visible to all employees or provide copies if needed.

We are excited to offer this flexible working option across the campus and believe it will enhance the work-life balance for our North Carolina A&T employees while maintaining our commitment to excellence in service. Thank you for your cooperation and dedication.

If you have any questions or need further clarification regarding the Summer Flex Hours with Half-Day Fridays Program, please do not hesitate to contact the Division of Human Resources at hr@ncat.edu.