



Office of the Vice-President, Human Resources

401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519 253 3000 Ext. 2059 F 519 971 3688
www.uwindsor.ca/hr

TO: Deans, AAU Heads/Directors, Programme Chairs,
Executive Directors, Directors, Department Heads, Managers and Supervisors

DATE: May 23, 2017

RE: 2017 Voluntary Summer Hours Programme (June 12, 2017 to August 11, 2017)

For a number of years, the University has offered a Voluntary Summer Hours Programme. The major determining factor regarding participation in the programme has always been service to our students and other clients.

Our success and reputation, in an increasingly competitive environment rely upon our ability to provide superior, dependable, quality service to our student population. Availability and quality of service must be our first priority. Therefore, summer hours will be offered only in those areas that can demonstrate that service will not be diminished or compromised in any way. We encourage you to consider the student experience when making this decision.

The decision to participate or not participate in a Voluntary Summer Hours Programme will be at the discretion of the Dean, Department Head, Executive Director or Administrative Head.

The following criteria must be met:

1. Service hours are required to be maintained - i.e., Monday through Friday, 8:30 a.m. - 4:30 p.m. There will be no reduction in the 35 hour work week.
2. Regularly scheduled lunches and breaks will be maintained and cannot be accumulated and taken at the end of the shift.
3. Departments that are regularly open during the lunch period are required to maintain this practice.
4. Plans must include details regarding regular and proposed staffing levels as well as regular and proposed hours of operation. In addition, the plan will include an explanation of how the proposed staffing levels and hours of operation will continue to provide quality levels of service. Plans are to be forwarded to Mr. Bryce Chandler, Director, Employee and Labour Relations for review prior to implementation.

The salient features of the Summer Hours Project are as follows:

1. **Project Period** - begins the later of **Monday, June 12, 2017** or the Monday following the approval of your proposed plan and ends **Friday, August 11, 2017**.
2. **Statutory Holidays** - does not apply during weeks in which a statutory holiday occurs.
3. **Voluntary** - participation is voluntary and subject to the approval of the appropriate Dean, Department Head, Executive Director or Administrative Head.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rita LaCivita'.

Rita LaCivita
Vice-President, Human Resources

RL/gp

cc: S. Aversa

D. Kneale

D. Handsor

P. Fraser