

CLASSIFIED EMPLOYEES Q&As

1. Is campus closed on Professional Development Opening Day-Thursdays, August 22, 2019?

The campus will remain open, however, there may be some campus offices that will close in observance of the professional development day. For those offices or departments that are closed, faculty, staff, and managers will be able to attend the Professional Development Day Activities.

2. Are classified staff required to attend Classified Professional Development Day?

No. Classified staff are encouraged to attend the workshops held during Professional Development Day. The Classified Professional Development Committee has programmed a wide variety of workshops for classified staff. Classified staff are asked to coordinate their participation with their supervisors in advance of attending Opening Day. Swing shift and night shift employees are welcome to attending Opening Day. Classified employees should discuss with their supervisor how their time may be flexed to allow attending without incurring overtime.

Example 1: A classified staff member starts their work shift at 8 a.m. or 8:30 a.m. The employee will report directly to the Pavilion.

Example 2: A classified staff member starts their shift at 9:00am. He/she should come to the Opening Session at 9:00 a.m. and then attend the applicable workshops at 9:45 a.m. Or, with permission from the supervisor, the staff member can attend the Opening Session starting at 8:00am by flexing their schedule on that day.

“Flex” means that on Thursday, August 22, 2019, the starting and ending times of this staff member's work schedule is changed but the staff member works the **same amount** of hours regularly scheduled. Supervisors can flex staff members' schedules if Department needs are met and the staff member agrees.

3. Are classified staff required to attend Professional Development Day lunch?

Classified employees are invited to lunch. Attendance at the lunch is not required, but highly encouraged. Lunch will be served from **12:10 p.m. to 1:00 p.m.**

4. What about classified employees who are not regularly scheduled to work on Professional Development day, Thursday, August 22, 2019? Will they be required to attend?

Variable Hours Schedule. Classified employees who are not scheduled to work on Thursday, August 22, 2019, and are on a “Variable Hours” schedule, may flex their schedule so that they may

<p style="text-align: center;">Santa Monica College Human Resources Professional Development Opening Day-Thursdays, August 22, 2019</p>

attend Professional Development Day. Consult with your immediate supervisor as soon as possible regarding your participation.

Fixed Hours Schedule. Classified employees who are not scheduled to work on Thursday, August 22, 2019, and are on a “Fixed Hours” schedule, should consult with your immediate supervisor that you want to attend Professional Development Day.

Please note that employees who work more than their regularly scheduled hours on Professional Development Day may be entitled to additional compensation. Overtime and extra time must be approved in advance by your supervisor; an overtime and/or extra time request may be denied. It is highly recommended that you speak to your supervisor as soon as possible about your hours and “flexing” your schedule.

“Flexing” means that the starting and ending times of the work schedule are changed on Professional Development Day but the employee still works the same amount of hours that were scheduled for that day. Supervisors can flex employee’s schedules if Department needs are met and the staff member agrees.

If you have any questions about whether an employee's schedule may be flexed without incurring overtime, please contact Human Resources by emailing weiland_rebecca@smc.edu or contact your supervisor.

5. What if an employee is on their non-duty period and they want to attend Professional Development Day?

If the Professional Development Day is part of your non-duty period, attendance at the Professional Development Day is voluntary and would therefore be a non-paid day. However, you are encouraged to discuss your attendance with your supervisor.

6. What if an employee wants to request the day off?

Please follow normal absence procedures.

7. An employee's regularly scheduled lunch is at 2 p.m. Can he/she attend the Classified Professional Development Day lunch or also take their lunch at 2pm?

Lunch can be taken either during the classified professional development designated lunch time, or during their regular lunch time; lunch cannot be taken both times during Professional Development Day.

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8. Where do employees report on Thursday, August 22, 2019?

Classified employees who plan to participate in the day's activities must report to the Pavilion for the morning sign-in starting at 8:00 am.

9. How do I know if my office or department will close for Professional Development Day?

Consult with your immediate supervisor. Your immediate supervisor will determine whether your office and/or department will be closed or if there will be a modified schedule for office hours on this date.

10. Can I stay in my office and work if I choose to not attend the Professional Development Day?

The intent of this day is to allow one full day of professional development activities for all employees. Please have a discussion with your immediate supervisor to see if the option to remain in the office will be available.

11. Who should I contact if I have any additional questions?

Please feel free to contact Human Resources by emailing weiland_rebecca@smc.edu.