

May 9, 2022

**To: All Palomar College Employees**

**From: David Montoya, Assistant Superintendent/Vice President of Human Resource Services**

**Re: Summer Session and Fall 2022 Work Schedule**

Starting May 31, 2022, Administrative, CAST, and Classified staff are required to return to onsite work Monday through Thursday. Managers, Supervisors, and Directors may allow Fridays to remain a virtual workday, based on business needs and necessary services to students and the campus community. Employees who do not work a traditional work week should continue their agreed upon on-site work schedule. The Education Centers and libraries will be closed on Friday during the summer term.

Starting August 1, 2022, all employees will return to campus full time (i.e., pre-pandemic operations). Please contact your immediate supervisor regarding any questions you may have about changes to your work schedule.

These changes in the work schedule may require some employees, already engaged in the accommodation process, to re-engage with that process. Please know Human Resource Services is available to help guide you. If you are interested in the ADA interactive accommodation process, please complete an [Employee Accommodation Request](#) and visit the [Employee Accommodation website](#) for additional information.

The District will continue to allow modified summer work schedules to allow employees to work four 10-hour days per week or 9/80 schedules. Modified summer schedule changes may require consultation with other departments or divisions to ensure the needs of students and the District as a whole are met.

If you are interested in modifying your schedule temporarily for the summer, please work with your supervisor according to the guidelines below. Supervisors are encouraged to be flexible when possible.

- Modified summer work hours are valid from May 31, 2022 – July 31, 2022. At the end of this time all employees will return to their regular onsite schedule.
- If an employee would like to request a temporary change in their summer schedule, the employee must submit a request to their supervisor in writing.
- All schedule request changes must follow the terms of applicable employee handbooks or bargaining unit agreements.
- Holiday pay and eligibility will be in accordance with applicable employee handbooks or bargaining unit agreements. If you have any questions or concerns about these requirements, please contact Christine Winterle at [cwinterle@palomar.edu](mailto:cwinterle@palomar.edu) or at ext. 2674.

Best,



David Joseph Montoya III  
Assistant Superintendent/Vice President of Human Resources