



Office of the President and Dean

October 3, 2014

TO: MSM community
FROM: Valerie Montgomery Rice, M.D., President and Dean
RE: Timeline for Change of MSM Work Hours

As part of our initiative for Operational Excellence, and in order to provide the highest level of customer service to our students, please find below the timeline for the new work hours for Morehouse School of Medicine employees. For further clarity, see the attached FAQs and contact the Office of Human Resources if you have additional questions.

MSM Change In Work Hours Timeline

Phase 1 - Implementation Date - November 3, 2014

Exempt employees are expected to start at 8:30 a.m.

Phase 2 - Implementation Date - January 1, 2015

New business hours: 8:30 a.m. – 5:00 p.m.

The School will now conduct business between the hours of 8:30 a.m. – 5:00 p.m. daily. All units must ensure sufficient staffing to provide appropriate customer service to all internal and external customers during the new hours. Understanding the new work hours may present certain challenges to some of our employees, managers will have the flexibility to allow staff to adjust when their workday begins and ends. Employees, with manager approval, can have the option of two 35-hour work schedules: **8:30 a.m. – 4:30 p.m.** or **9:00 a.m. – 5:00 p.m.** daily (both with a one-hour lunch period). Any variance from the two workday schedules must have an approved flexible work agreement on file in Human Resources.

Phase 3 - Analyze Budget and Implement July 1, 2015 (FY16)

All employees work a 37.5 hour work week, 7.5 hour day / 8:30 a.m. – 5:00 p.m. and one hour for lunch.

Phase 4 - Adjustments / Changes (if needed) (FY17)