

Alternate Work Week Schedules

Alternate work week schedules are schedules that are compressed patterns such as 4/10, 9/80, 3/12, and work schedules that require days other than Saturday and Sunday off. These schedules may require a one or two week work period.

The State pay period contains either 21 or 22 normal workdays, referred to as a calendar month. Under this plan, normal workdays are Monday through Friday, including holidays during the week. The Department of Finance prescribes beginning and ending pay period dates. Non-exempt CSU employees paid through the State payroll system on a monthly basis generate the same monthly salary (based upon time base fraction and base salary) even if the employee's regular work schedule has more or less hours than the prescribed 21 or 22 (168 or 176 hours respectively) within a given State pay period.

All campuses must maintain an accounting of hours worked which includes excess and deficit hours, as appropriate, for non-exempt employees on work schedules that differ from the standard State pay plan (alternate work week schedules).

Excess Hours - Non-exempt employees on alternate work week schedules shall be paid for all hours worked in the pay period in excess of the standard state pay period. Hours in excess of the standard pay period will be submitted by the employee's department at the close of pay period using the **Excess Hours, Shift Differential, Special Pay Report**. Pay for the employee should issue from the State Controller's Office approximately 10 days after the request is received in the payroll office.

Deficit Hours - Non-exempt employees who have a deficit hours in a given pay period may carry forward these deficit hours. Deficit hours for a standard pay period will be submitted by the employee's department at the close of a pay period using the **Excess Hours, Shift Differential, Special Pay Report**. These deficit hours shall be offset by excess numbers of hours (credits) worked in a subsequent pay period. Employees shall not be paid for excess hours worked in a pay period when an equal or greater deficit balance exists. Employees may choose to offset deficit balances by using other available leave credits such as vacation, compensatory time (CTO) previously accrued "holiday credits," and/or personal holiday.

Reconciliation of Deficit Hours - The campus shall reconcile employee deficit hours at least once each calendar year in December. When reconciling an employee's deficit hours in December, the affected employee may use leave balances, be docked, or the campus must establish an accounts receivable, as appropriate, if no leave credits are available to offset the deficit.