
From: Announce
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Subject: Campus 4/10 Work Schedule -- Information and FAQs

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CSU, Chico
Staff Human Resources Management
CAMPUS 4/10 SUMMER WORK SCHEDULE
2009

Campus 4/10 Summer Work Schedule for June 1-August 14, 2009

For the period of June 1 to August 14, 2009, excluding the week of June 29 – July 3, California State University, Chico will move to a 4/10 summer work schedule. The campus will be open Monday through Thursday from 7:00 a.m. through 5:30 p.m. daily with a half hour for lunch. The purpose of this new summer schedule is to provide an employee benefit of three-day weekends and reduce our carbon footprint. These hours will be the normal work schedule for most employees excluding those in 24/7 operations (such as the University Police Department).

Independence Day will be observed July 3, 2009. The work schedule for the week of June 29 through July 3, 2009, will be: Monday through Thursday 8:00 a.m. to 5:00 p.m., 8 hours each day, with one (1) hour for lunch. The campus will be closed on Friday to observe the holiday (8 hours).

Campus administration will make every effort to accommodate those staff employees for whom this schedule constitutes a hardship due to concerns related to childcare, elder care, medical issues, and physical limitations. So long as departmental needs are met, accommodations may be made through providing an alternative 10-hour work schedule (such as 6:00 a.m. to 4:30 p.m.) or through allowing use of CTO or vacation to reduce the hours of work for non-exempt employees. A *Summer Hardship Exception Form* will be provided on the Staff Human Resources Management (SHRM) web page for requesting review by SHRM of denied requests. Those staff employees with an approved hardship schedule adjustment that do not have vacation time or CTO or do not want to use vacation to cover reduced hours shall use pay dock. Efforts will be made to provide opportunities to earn CTO prior to June 1, 2009, in order to minimize any loss of pay.

SHRM will provide two informational sessions, one for supervisors and one for attendance clerks, during the next few weeks. Dates and times for these sessions will be provided via campus announcements. Questions should be forwarded to Staff Human Resources Management at (530) 898-4666.

4/10 Summer Work Schedule Information Sessions

Staff Human Resources Management and Payroll and Benefits are providing two 4/10 Summer Work Schedule Information Sessions, one for supervisors and one for attendance clerks. These workshops will provide overall direction on attendance management and review answers to frequently asked questions.

4/10 Summer Work Schedule Information Session for Supervisors

May 6, 2009 (Wednesday), 12:00-1:00 p.m., in KNDL 207/209

Presenters: Jorge Salinas, Director of Labor Relations, Staff Human Resources Management and
Andi Beach, Director, Payroll/Benefits and HRIS

4/10 Summer Work Schedule Information Session for Attendance Clerks

May 11, 2009 (Monday), 11:00-12:00 p.m., in KNDL 207/209

Presenters: Jorge Salinas, Director of Labor Relations, Staff Human Resources Management and
Andi Beach, Director, Payroll/Benefits and HRIS

For more information, contact [Staff Human Resources Management](#), (530) 898-4666.

FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. When does the campus 4/10 summer work schedule begin and end?

A: The summer schedule begins on June 1 and ends August 14, 2009. Employees will return to their normal schedule beginning August 17, 2009. The week of June 29 through July 3, 2009, will be excluded.

2. What are the days/hours of the campus 4/10 summer work schedule?

A: Staff employees will work 10 hours each day Monday through Thursday from 7:00 a.m. to 5:30 p.m. with a half-hour lunch.

3. What hours will the campus be open to students and the public?

A: The campus will be open to students and the public from 7:00 a.m. to 5:30 p.m. Monday through Thursday.

4. When will Independence Day (July 4) be observed?

A: Independence Day will be observed July 3, 2009. The work schedule for the week of June 29 through July 3, 2009, will be: Monday through Thursday 8:00 a.m. to 5:00 p.m., 8 hours each day, with one (1) hour for lunch. The campus will be closed on Friday to observe the holiday (8 hours).

5. Are there exceptions to the campus 4/10 summer work schedule?

A: Yes, upon approval. Employees may request to modify the 7:00 a.m. to 5:30 p.m. Monday through Thursday schedule based on individual cases of hardship. Childcare issues, elder care, medical issues, and physical limitations are examples of what may constitute a hardship. An alternative 10-hour day (e.g., 6:30 a.m. to 5:00 p.m., 7:30 a.m. to 6:00 p.m., 8:00 a.m. to 6:30 p.m.) may be used as one form of adjustment. Inconvenience alone will not be considered a hardship.

6. How do I request an exception to the campus 4/10 summer work schedule?

A: Staff employees will need to seek a modification from their supervisor. If the employee and the supervisor are unable to work out a modification, the employee shall complete a hardship exception form with supporting documents. The employee must forward the form and documentation to the Chief Human Resources Officer, Staff Human Resources Management (campus zip 0028) and submit a copy of the form and documentation to their HEERA supervisor (non-bargaining unit supervisor).

7. Can I use vacation or Compensating Time Off (CTO) to modify my work schedule?

A: Non-exempt employees may request to use one (1) hour of vacation time or CTO to deal with childcare issues, elder care, medical issues or physical limitations that an employee may have. In the event that the non-exempt employee doesn't want to use vacation time or doesn't have vacation time or CTO, the employee may take one (1) hour of dock per day with supervisor approval. Efforts will be made to provide opportunities to earn CTO prior to June 1, 2009, in order to minimize any loss of pay or benefits.

8. I want to take a one-hour a day dock instead of using my vacation and CTO. Can I do this?

A: Yes, if you are a non-exempt employee and have an approved hardship exception. Also, for payroll requirements, you must submit a preliminary absence report by the 15th of each month to ensure your

paycheck issues correctly and is available on payday.

9. What if I work overtime and have used one hour of vacation or CTO on days during the week?

A: Vacation and CTO are considered "time worked" and are counted toward the 40-hour work week. Anything over 40 hours for non-exempt employees is considered overtime.

10. How do I report Excess/Deficit Hours?

A: The new schedule for June, July, and August does not create additional hours due to an employee. Employees who are moving from a Monday through Friday, 8 hours a day schedule to the summer 4/10 schedule do not need to report Excess or Deficit Hours.

11. Can I use my Personal Holiday to cover an hour a day during the 4/10 schedule?

A: No, your personal holiday must be used as an entire day. If you take a day off, Monday through Thursday, your personal holiday covers the entire 10-hour day.

12. What is the purpose of the new campus 4/10 summer work schedule?

A: The purpose of this new summer schedule is to provide an employee benefit of three-day weekends and reduce our carbon footprint.

13. What will be the impact on vacation and sick leave use and accrual rates?

A: If a 10-hour day is used for either vacation or sick leave the accrual will be diminished the same. The summer schedule will have no effect on leave accrual rates.