

**Chico State Enterprises Announcements**  
**Thursday, May 28, 2020**

**Summer Alternative Workweek Begins Monday, June 1, 2020  
for Participating Departments**

This is a reminder that the **Summer Alternative Workweek Schedule will begin Monday, June 1, 2020**. The schedule for those departments that opted in is four days per workweek, 10 hours a day.

The Summer Alternative Workweek schedule will apply to the following units with benefited non-exempt, hourly employees who participated in the election. **Benefited, non-exempt, hourly employees will need to fill out the [Summer Alternative Work Schedule timesheet](#).**

- CSE Administration
- CSE Accounts Payable
- CSE Accounts Receivable
- CSE Development/Grants
- CSE Contracts
- CSE Enterprise Resource Planning
- CSE Human Resources
- CSE Payroll
- CSE Project Administration
- Big Chico Creek Ecological Reserve
- Trio Student Support Services
- Upward Bound
- Chico STEM Connections Collaborative
- Creative Media Technology Productions CMT/IMC Productions
- College of Communication and Education
- Regional & Continuing Education
- Rural Sim Center
- Undergraduate Education-Chico Adelante Program
- Seufferlein Sales Program (SSP)

The Summer Alternative Workweek Schedule: Four days per workweek, 10 hours a day, will commence as follows:

- Officially Begins: Monday, June 1, 2020
- Ends: Sunday, August 16, 2020
- Standard 8 hour per day schedule to resume: Monday, August 17, 2020

If you have any questions, please contact CSE Human Resources office via email: [csehr@csuchico.edu](mailto:csehr@csuchico.edu).

Thank you,  
Chico State Enterprises Human Resources and Payroll