

Chico State Enterprises Announcements
Monday, March 30, 2020

**Summer Hours Alternative Workweek – Work Unit Request
During Continued Remote Working**

During this time of virtual operations, CSE will offer Center/Projects the opportunity to decide whether your work unit will participate in an “alternative workweek” during the summer break, keeping in mind all requirements for telecommuting due to the Covid-19 situation. An alternative workweek is a method that follows legally required steps allowing employees to work more than eight hours in a workday during a standard workweek over less than a five-day period in one week, or over a 10-day period in two weeks **without earning overtime** for hours worked more than eight in one day. The alternative work schedule for Summer 2020 would begin on Monday, June 1st and end with the traditional work schedule resuming on Monday, August 17th.

To legally qualify for an alternative workweek schedule, there are several steps to comply with employment law:

1. Determine the affected work unit, i.e.: division, department, job classification, physical location, etc.
2. Define the alternative workweek schedule, i.e.: 4days @ 10hrs; 4 days @ 9 hrs + 1 day @ 4 hours; etc.
3. Distribute a written disclosure.
4. Hold at least one meeting 14 days prior to voting.
5. Hold a secret ballot election. To adopt an alternative workweek schedule, it must pass by a 2/3 vote for the schedule to become effective. Exempt employees in the unit do not vote.
6. Submit results of the election to the Department of Industrial Relations Office of Policy no later than 30 days prior to the start of an alternative workweek schedule.

Above is just a brief overview of all the steps necessary to enact an alternative workweek schedule. Because there are several dates and deadlines involved in the adoption process, if your work unit plans to participate in the Alternative Workweek Process for Summer 2020, **please email Chico State Enterprises HR Department at csehr@csuchico.edu, no later than Friday, April 3rd by 5:00pm. If we do not hear from your work unit by this date, your employees will NOT be able to participate in the voting process and will be subject to the applicable overtime regulations during the summer.**

If you have any questions regarding alternative work schedules or process, please feel free to send the Chico State Enterprises HR department an email csehr@csuchico.edu.