Implementation Procedures – Four-Day Summer Work Week 2015

Period – Monday, June 22 through Friday, August 7, 2015

Affected - All full-time "Gittleson" and other administrative civil service staff, and all non-teaching instructional staff, except supervisors in Performing Arts and Television Center.

Access to Campus on Friday - Faculty and Staff will have access to laboratories in the same way that they do at other times when the College is closed.

SCHEDULE – Choice of:

A) 35 hours in 4 days
Monday - Thursday
8:00AM-5:30PM with 3/4 hour lunch period

B) Four 7 hour days / Charge 7 hours to annual leave
Monday - Thursday
8:50 AM - 4:50PM (non-instructional)
9:00AM-5:00PM (instructional non-teaching)

Fridays charged to annual leave

C) Four 8-hour days

1) Charge 3 hours to annual leave
Monday -Thursday
8:00AM-5:00PM with 1 hour lunch period

2) Three (3) hours per week placed in holding account (3 hrs x 6 weeks = 18 hrs)

Three (3) hours placed in holding account and paid back during the succeeding Fall and Spring semesters – but no later than May 31, 2016.

D) Four 7-hour days / 5th day placed in holding account (7 hrs x 6 weeks = 42 hrs)

Monday - Thursday
8:50AM-4:50PM (non-instructional)
9:00AM-5:00PM (instructional non-teaching)
Friday placed in a holding account and paid back during the succeeding Fall and Spring semesters – by May 31, 2016 as outlined in the plan submitted by your department/office and approved by the Executive Director of Human Resource Services in consultation with the appropriate Vice President.

NOTE: Once the choice of schedule is made, it is irrevocable for this year.
Charges to Leave Balances:

Computed on the basis of the number of hours in the workday, i.e.,

**Personnel on Plan (A)** - Charged 8 ¾ hours for each annual leave or sick day used. Note that for a full week of absence, the usual 35 hours are charged.

**Personnel on Plan (B)** - Charged 7 hours for each annual leave or sick day used, as usual.

**Personnel on Plan (C)** - Charged 8 hours for each annual leave or sick day used. Note that for a full week of absence, the usual thirty-five (35) hours are charged. For those who choose option 2, the 3 hours not worked during each week are placed in a holding account and paid back during the succeeding Fall and Spring semesters by May 31, 2016.

**Personnel on Plan (D)** - Charged 7 hours for each annual leave or sick day used, as usual. The 7 hours not worked on each Friday are placed in a holding account and paid back during the succeeding Fall and Spring semesters by May 31, 2016.

*The reduction of the work day by one (1) hour for employees who have completed one year of service and who work in non-air conditioned facilities will apply, no matter which of the schedules are selected.*