

Frequently Asked Questions About The Summer Hours Trial Program at GSU

Question: *Who is affected by these FAQ's?*

Answer: This list of 'Frequently Asked Questions', concerning the Summer Hours Program was developed as a reference for exempt and non-exempt staff employees, and for those employees under collective bargaining agreements, *with the exception of Unit A and Unit B teaching faculty*, who's bargaining agents have indicated their participation through a Memorandum of Understanding between the parties. (Note: The Teamster Local 743 - Clerical unit, and UPI Local 4100 -Administrative Service Professionals group have agreed to develop an MOU as of the date of this notice.) This notice does not pertain to employees whose Department/Unit Head has determined that the Summer Hours schedule would not meet operational needs. Your supervisor will notify you of that decision.

Question: *Do any other schools have this kind of program? How do employees like it?*

Answer: Yes, Northern Illinois University, Eastern Illinois University, and other Illinois public institutions of higher education have similar programs. It is very popular among employees, who look forward to it each year. While each department must first determine its ability to operate on a modified schedule, if there are no anticipated problems, then typically most units creatively offer some sort of regular or flexible 4-day schedule to their employees so that the work will continue effectively and efficiently.

Question: *What if I have a problem with working more than a 7.5 hour a day, for example due to child care, personal or family health reasons, or other commitments? Do I have to participate in this summer hours program?*

Answer: Exceptions from the summer hours program will be considered if working such hours creates a hardship. Requests will be considered on a case-by-case basis by the department/unit head.

Question: *What if I am under a union labor agreement? What are my options?*

Answer: Once the operational and staffing needs of the University have been determined by the units/departments, the affected unions will be contacted for further discussion in order to reach a temporary agreement for this trial 2009 Summer Hours program. You are encouraged

to let your local union representative know your level of interest in participating in this program.

Question: *If I am a non-exempt/non-union (eligible for overtime) or exempt (not eligible for overtime) worker and am contacted to come into work and have already worked my 37.5 hours, or have to work overtime beyond the 9.5 hours in a day, how would I be paid?*

Answer: Every attempt will be made to limit overtime while on this type of work schedule. Exempt employees do not earn overtime. Non-exempt non-bargaining unit employees working the 4-day schedule will be paid overtime at the applicable rate of pay established by the applicable Board of Trustees regulation, and will earn overtime in excess of the hours assigned to work on a daily basis or 37.5 hours per week. Union employees will be governed by their respective contracts and if the union agrees through discussions with the University to adapt the summer hours program; those individuals who work a 4-day schedule will earn overtime in excess of 37.5 or 40 hours in a work week as defined in the respective bargaining unit agreement.

If you have any additional questions please e-mail them to Gail Bradshaw in Human Resources: g-bradshaw@govst.edu . All inquiries are confidential, and we will not disclose your name in the event your question is added to the FAQ list for all employees to view.

Question: *If I am on a Summer Hours schedule with Friday's off, how will my hours be affected by the Fourth of July Holiday?*

Answer: In 2009 the holiday falls on a Saturday, the University will observe the holiday on Friday, July 3, 2009, and will be closed. All employees, whether working a normal schedule or a Summer Hours schedule, will work a regular 7.5 hour workday schedule on June 29th, 30th, July 1st, and July 2nd, and be off-work and receive holiday pay (if eligible) for July 3, 2009. Essential functions (i.e. DPS and Plant Operations, etc.) will continue to be staffed. As always, check with your direct supervisor to determine your schedule.

Question: *How does the Summer Hours Schedule work on a daily basis?*

Answer: For example---If you have a 9.5 hour work day, and plan to start work at 8am, you will work until 6pm. You must take a half-hour (30 minute unpaid) lunch period somewhere midway through the work-day. If you are in a participating bargaining unit with two (2) negotiated break times (typically 15 minutes each), you will take one break during mid-morning and one mid-afternoon. Breaks and lunch times are separate, and may not be used to end a work-day early.