

**To :** GSU Staff

**From:** Gail M. Bradshaw  
Associate Vice-President  
Human Resources & Diversity

**Date:** April 8, 2009

**Re:** Summer Hours Work Schedule

President Maimon has announced that Governors State University will implement a four-day work week schedule, on a trial basis, to provide employees an opportunity for more time-off during the summer months and save in transportation costs, and to enable the university to realize energy and other operational savings. The schedule will be in effect from Monday, June 8, 2009 through Friday, August 7, 2009. This type of modified summer schedule is offered at other state universities, and will be a first at GSU. The university will evaluate the effectiveness of such a summer schedule, and will look forward to participant feedback, in order to determine if such a schedule will be continued in future years.

The summer hours work schedule will be implemented for all non-negotiated Civil Service and administrative/professional employees. Discussions will be initiated by Human Resources and/or the Office of the Provost with the representatives of employees covered by collective bargaining agreements, providing an opportunity for these employee groups to participate in this modified schedule.

It is, of course, important that such schedules be designed and implemented in such a way that support for and delivery of essential academic services are not diminished or compromised in any material way. As such, participation in the four-day work week summer hours program will be determined by each department head based upon the operational and programmatic needs of that department. Summer hours may be suspended or modified by a unit head in order to accomplish a specific project. Exception requests from employees due to hardship will be considered by supervisors and unit heads on a case-by-case basis. Supervisors are encouraged to exercise flexibility and address specific employee needs as appropriate.

**During the modified work week,** employees will work a 37.5 hour week, Monday through Thursday within a daily range of hours between 6:00 a.m. and 11 p.m. Unit/Department Heads will determine all departmental schedules and office hours. Typically, employees will work three (3), nine-and-one-half (9.5)-hour days Monday through Wednesday, and one (1), nine (9) -hour day on Thursday. All employees are required to take at least a thirty minute unpaid lunch break during the middle portion of the workday. Employees may not take lunch at the end of the day in order to leave work early. Employees who work less than a 37.5 hour workweek, i.e.

part-time employees, must work all of their hours Monday through Thursday. For the week of July 4, 2009, employees will work 7.5 hours per day, Monday through Thursday.

Sick and Vacation Leave will be accrued monthly at the prescribed levels based on service and classification, as is the case during the majority of the year. For those units participating in the four-day schedule, affected exempt civil service and administrative and professional staff will show 1.25 days. Non-exempt staff will reflect the actual number of hours off on their respective timesheets for each day of vacation or sick leave taken. For example, if a non-exempt employee is off sick on a Monday that he/she is scheduled to work 9.5 hours, that employee's timesheet should reflect 9.5 hours of sick leave taken.

In the case of overtime, for those unit employees identified as participating in the summer hours program, overtime will be defined as work performed in excess of 37.5 hours during a workweek, or in excess of the number of hours the employee is assigned to work in a workday -- typically in excess of 9.5 hours Monday through Wednesday, and in excess of 9 hours on Thursdays.

This program is designed to provide departments and units discretion in scheduling and service coordination, and it is hoped that individual employees will recognize the benefits from this type of scheduling and adhere to these rules. If there are any questions concerning this summer hours program, employees should consult with their direct supervisors. Supervisor may contact the Department of Human Resources for clarification, and all employees are encouraged to view the "Summer Hours Frequently Asked Questions (FAQ's)" on the HR webpage... by just clicking the 'employee relations' link from <http://www.govst.edu/hr>.