

CI Alternate Summer Work Schedule

As Presented to Management

Agenda

Why?

Who?

When?

How?

FAQs

Discussion



WHY AN ALTERNATE WORK SCHEDULE FOR SUMMER 2024?

Why?

- Recognize campus population reduced during the summer months.
- Help employees balance personal and professional responsibilities.
 - Employees often feel that they “cannot” take a day off.
- Encourage conversations with staff members on summer scheduling needs.
 - Personal life schedules can be altered during summer.
- Highlight the use of vacation time.
 - Default should not be to have to rollover vacation time at the end of the year.

**WHO CAN REQUEST AN ALTERNATE
WORK SCHEDULE FOR SUMMER 2024?**

Who?

- All regular (including temporary) employees who are scheduled to work during the summer months.
 - Does not include Student Assistants.
 - Language exists for alternate work schedules in CSUEU and APC Collective Bargaining Agreements.



**WHEN CAN AN EMPLOYEE REQUEST
AN ALTERNATE WORK SCHEDULE
FOR SUMMER 2024?**

When?

- Effective dates for the alternative work schedule are Sunday, June 2 – Saturday, August 10, 2024.
- Campus communication to be sent before end of May.



HOW CAN AN EMPLOYEE REQUEST AN ALTERNATE WORK SCHEDULE FOR SUMMER 2024?

How?

- Employee reviews options with manager/supervisor.
 - Management to determine staffing needs and feasibility of request.
- Employee completes the approval form with detailed information and forwards to employee's administrator through AdobeSign.
- Copies to HR/Payroll as appropriate within the AdobeSign process.

How?

- Option 1: Vacation 1 Day Per Week
 - Consists for four 8-hour workdays with one day of vacation per week (32-hour workweek plus 8 hours vacation).
 - Employees must have enough vacation hours on balance to cover the days off requested; employees may not take more time than has been accrued.
 - Vacation taken must be entered by the employee into Absence Management in CHRS monthly and approved by the supervisor.

How?

- Option 2: Increased Telework Opportunity
 - A temporary increase to the number of days allowable for telework (40-hour workweek).
 - If approved, a new Telecommuting Agreement form must be completed, signed, and submitted to Human Resources.

How?

- Option 3: Alternative Work Schedule (4/10)
 - Consists of four 10-hour workdays with one day off per week (40-hour workweek).
 - To ensure proper pay, employees are expected to work their scheduled hours unless they are on an approved leave.
 - Employees must submit a form completed and signed to Payroll before the effective start date of the new schedule.
 - No changes to an AWS may be made mid-week. All changes will be effective the start of the next workweek (Sunday).
 - Management has the authority to suspend an employee's participation in the AWS with appropriate notification.

**FAQS ARE AVAILABLE ON THE CSUCI
WEB PAGE IN THE HUMAN
RESOURCES KNOWLEDGE CENTER
SECTION.**

<https://www.csuci.edu/hr/resources.htm>



DISCUSSION



California State
University

Division of
**BUSINESS &
FINANCIAL
AFFAIRS**

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