

President Whitlock has announced a pilot program for this summer to allow for a modified work schedule. This modified schedule is authorized for the months of June and July 2008.

The modified schedule authorizes employees to work 4 days instead of 5 during the work week. However, during this period the University will continue to operate on a five day schedule.

The modified work schedule is voluntary on the part of the employee and is subject to supervisory approval.

The program guidelines are as follows:

- The modified work schedule must not adversely affect the services that are provided to other operating units, other co-workers, or the public during the five day work week. The quantity, quality, and timeliness of employee work must be enhanced or maintained.
- Adequate supervisory oversight and accountability must be maintained during the five day work week.
- The modified schedule must not cause or contribute to the need for staff to work additional overtime hours. Supervisors may allow employees to flex their hours during the work week, for example, an employee who normally is scheduled for 37.5 hours may work three 9.5 hour days and one 9 hour day or could opt to work three 10 hour days with one 7.5 hour day.
- It is not required that the modified work schedules be uniformly available to all positions. It is recognized that not every function is conducive to the modified schedule because of service requirements; however, supervisors are encouraged to make every effort to allow employees to take advantage of this opportunity.
- No work schedule can be implemented that results in a full time employee working less than 37.5 hours (40 hours in those departments on a 40 hour schedule) during the work week.
- The modified work schedule may be discontinued, temporarily suspended and/ or altered if work needs change or service is impaired.
- Employees on an alternate work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day schedule.
- Vacation and sick leave accrual schedule will not change during the modified summer schedule.
- The modified schedule will not apply to the July 4<sup>th</sup> holiday week.
- Employees must be provided at least a 30 minute meal period, scheduled as close to the middle of the shift as possible, and break/ rest periods of at least 10 minutes in duration in every four hours worked. The meal and rest periods may not be substituted for time worked in developing the modified work schedule.
- Questions regarding the implementation of the modified schedule may be submitted to the office of Human Resources 622-5094.