



## **4/10 Frequently Asked Questions (FAQs)**

### **What is expected of us during the 4/10 summer schedule?**

During the 4/10 Summer Work Schedule, it is expected that all campus offices will be open for campus business and operations from 7:00 a.m. to 6:00 p.m. Monday through Thursday to service students and the public. Friday will not be a regular work day for most campus employees.

### **Will this schedule affect everyone?**

The 4/10 Summer Work Schedule will affect almost all full-time, part-time, exempt and non-exempt employees of Cal Poly Pomona. The university has identified several operational exceptions where employees may be excluded, with Vice President/President approval. However, in most cases employees will be on the 4/10 work schedule. Individual exception requests may be submitted for consideration under the Hardship section below, and it will be reviewed on a case-by-case basis

### **What is a 4/10 schedule?**

A 4/10 is where an employee works four (4) consecutive work days Mon-Thurs, and those work days are ten (10) hours in length as opposed to the standard eight hours to accomplish a 40 hour work week.

### **Why has Cal Poly Pomona instituted a 4/10 work schedule for the summer?**

A 4/10 work schedule allows the university to reduce energy costs and to reduce our carbon footprint with energy, utility, and environmental savings. The 4/10 schedule will also provide faculty and staff with the opportunity to reduce their commute costs during the summer months as fuel prices rise.

### **When will the 4/10 work schedule be in effect?**

The 4/10 schedule begins on Monday, June 15, 2009, and ends on Friday, August 28, 2009. During this period there will be two work weeks where the campus will revert to the standard five, eight-hour days (5/8s)—the weeks of June 29<sup>th</sup> through July 3<sup>rd</sup>, and the week of July 27<sup>th</sup> through July 31<sup>st</sup>. The schedule adjustments reverting back to the 5/8s are required for compliance with the Fair Labor Standards Act (FLSA).

### **Will there be ANY campus operations open on Friday, Saturday or Sunday?**

During the 4/10 Summer Work Schedule, only those work units requiring 24 hour coverage or extended service days/hours will continue to operate on Friday, Saturday, and Sunday. Identified units are: the Kellogg House, Kellogg West, Kellogg Ranch, University Children's Center, University Police Services, Los Olivos, and the residence halls. The Library Lab, which is a 24/7 operation, will remain open and has a separate student access entrance.

### **What if I have a special circumstance that will make it difficult to work 4/10s?**

Communicate with your manager to let them know the reason(s) working 4/10s is difficult. Complete the 4/10 Summer Work Schedule [Hardship Request Form](#) to request an exception/alternative arrangement.

### **How do I Use My Vacation and/or Sick Leave Credits IF I am absent during the 4/10?**

Leave credits will continue to be earned in accordance with each employee's regular applicable time base, and bargaining agreement. A full-time employee will continue to earn 8 hours of sick leave and the regular applicable vacation credit for each qualifying pay period. Employees who are employed on a part-time basis will continue to earn and use time on a pro-rata basis in accordance with their time base.

- Vacation and Sick Leave credits are charged in minimum of 1-hour increments up to 10 hours in a day, as used by the employee, as follows:
  - a) Sick Leave: If a full-time employee is absent due to illness for an entire day, 10-hours of accrued sick leave will be charged. If the employee does not have sufficient accrued sick leave credits, at the department's discretion, other available leave credits may be approved for use. If approval is not granted and other leave credits are not available, the employee's pay may be docked.\*
  - b) Vacation Leave: If a full-time employee requests a full vacation day, 10-hours of accrued vacation leave will be charged. If the employee does not have sufficient accrued vacation credit, other leave credits (with the exception of sick leave) may be approved for use. If other leave credits are not available or approved, the employee's pay may be docked. \*
  - c) Personal Holiday: If used, the Personal Holiday is charged according to the employee's 4/10 work day and can only be used in a full day increment.

**\*EXEMPT** employees are typically paid in full day increments and are not docked at an hourly rate. They will be charged 10-hour a day absence per day for vacation/sick leave occurrences.

### **I am a non-exempt (eligible for overtime) employee. Can I combine my two fifteen minute rest breaks in order for me to leave work at 5:30 p.m.? For that matter, can I forgo lunch to leave early?**

No. By federal law a non-exempt employee is required to take a 10-15 min. rest period within four (4) hrs worked each workday. The law does not intend or read that this time can be added up to be used at another time, such as the end of the shift. It intends to allow the employee a period of rest and pause, and refreshment. While leaving earlier is desirable, this is not an approved method. Rest periods should be taken and should be mutually agreed upon with your appropriate administrator to best meet the operational needs of the department.

### **I am a non-exempt (overtime eligible) employee. Can I work through my lunch to leave earlier?**

No. An employee shall be entitled to a meal period of not less than thirty (30) minutes, and not more than sixty (60) minutes. The university observes the traditional 1-hr meal break normally. A different federal law speaks to meal periods than speaks to rest periods. For meals, an employee must take a meal break after 5 hours worked. Even those employees who consider shortening their lunch hours to 30 min., please reconsider this idea since it will make for a very long workday. You will still require nourishment and refreshment before returning to your duties. It will make for a very long day.

**I am in a Carpool or Vanpool, shouldn't that be considered a "Hardship" since it helps the environment?"**

No. While Ridesharing helps the campus with our [Green Commitment](#), participation is not by definition a "hardship." Participation is voluntary and all participants receive [financial incentives](#) as noted below for being part of this program, such as:

- Participants can receive up to \$12/Monthly Parking Reimbursement PLUS
- \$1-2/per day for each Car/Vanpool Rideshare Day

As a result, a scheduling inconvenience does not serve as the basis for a hardship request.

**Does the University offer Telecommuting?**

No, not at this time. However, in 2008 the university launched a 6-month pilot program and initial findings are promising. We are in the process of reviewing the feedback for future consideration. Our union partners have expressed an interest in telecommuting options; therefore, the university would engage in discussions before anything would be available to the campus.