



## Memorandum

### Human Resource Services

DATE: May 28, 2009

TO: Deans, Directors, Department Heads

Copy:

President J. Michael Ortiz  
Dr. Edwin A. Barnes  
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FROM: Sharon L. Reiter  
Associate Vice President  
Human Resource Services

SUBJECT: Management Guidelines for the 4/10 Summer Work Schedule

The following Management Guidelines are provided to assist you and your leadership group with the necessary tools and resources to answer both general and specific questions to implement the 4/10 Summer Work Schedule. In addition, the University has established a [4/10 Summer Workweek Website](#) with easy to use information, calendars, frequently asked questions, forms and resources. Please consult it often.

For your convenience, Human Resource Services has made available for personalized attention and consultation the following Human Resource professionals noted below:

**For All Divisions:** [Angie Hernandez Manager, Employee/Labor Relations Ext 5392](#)  
[Mary Martinez, Payroll Manager/Leaves Coordinator Ext 5097](#)  
[Fred Tandy, Employee/Labor Relations Specialist Ext 3729](#)  
[Nolan Dyo, Employee/Labor Relations Assistant Ext 5391](#)



## **4/10 SUMMER WORK SCHEDULE MANAGEMENT GUIDELINES**

### **Campus Operations**

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 serve students and the public. Friday will not be a regular work day for most campus employees. This work schedule will apply to all full-time, part-time, exempt and non-exempt employees of Cal Poly Pomona. In a 4/10 work schedule, the 40 hours will be accomplished by working 10 hours each day, Monday through Thursday.

During the 4/10 Summer Work Schedule, the Kellogg House, Kellogg West, Kellogg Ranch, University Children's Center, University Police Services, Los Olivos, and the residence halls will remain open on Fridays, Saturdays, and Sundays for operational reasons. Additional services requiring 24-hour coverage or extended service days and hours may be required to operate on Friday, Saturday and/or Sunday. The Library Lab, which is a 24/7 operation, will remain open and has a separate student access entrance.

The University has already identified several operational exceptions to the 4/10 schedule that will be excluded from the schedule. Those areas that believe that should be considered for exclusion should submit their reasons for consideration to the respective divisional Vice-Presidents and the President for approval. Individual exception requests can be submitted for consideration under the Hardship section below, and it will be reviewed on a case by case basis. Only those work units requiring 24-hour coverage or extended service days/hours will continue to operate on Friday, Saturday and Sunday. All individuals, operations, departments, colleges, and divisions are encouraged to implement this schedule where operationally feasible.

All full-time employees on a 40-hr work schedule are expected to observe the following guidelines during the 4/10 work schedule. Please review them carefully.

### **Overview**

- The standard work schedule will be from 7 a.m. – 6 p.m., Monday through Thursday.
- Please arrange to have the appropriate HEERA supervision during all working hours.
- Absences - Employee absences due to illness, vacation, or any other leaves should be viewed the same as if they occurred in an 8-hr work day. The only difference is that 10-hrs is used to cover the absence. The employee is still required to report the absence to their manager, account for the absence by charging the appropriate leave credits, or by producing the appropriate documentation, as necessary. More details are included in the enclosed guide.
- The traditional one-hour lunch period will be observed. Non-exempt staff employees will be provided with two rest breaks of 15 minutes each. One break may be used near the middle of the morning and the other near the middle of the afternoon. Break time is not cumulative; if a break is not taken, it cannot be added to the next break. A break cannot be used to delay the start of the workday, to leave early, or to prolong the lunch period.

*NOTE: Employees who currently take a 30 minute lunch break in accordance with their current schedule and/or collective bargaining agreements will continue to do so.*

- Employees are encouraged to create walking groups during their rest periods to allow stretch periods. Walking groups has become a popular practice.
- During the 4/10 work schedule there will be two (2) workweeks scheduled where all staff will return to a 5/40 work week and work an 8 hour workday, they are respectively: 1) June 29, 2009 – July 3, 2009; and, 2) July 27, 2009 – July 31, 2009. *Please mark your [calendars!](#)*
- The last scheduled non-work Friday is August 28, 2009.
- The normal 8 a.m. to 5 p.m., Monday through Friday work schedule will resume the week of August 31, 2009.

### **Non-Exempt Employees**

Non-exempt and hourly employees should account for all hours worked in the performance of their duties at work. This includes accounting for all hours away from the performance of their work duties, including absences and charging the appropriate leave credits and/or producing the appropriate medical documentation, as necessary. Employees are responsible for informing and obtaining supervisory approval for either scheduled or unscheduled absences from their work duties with as much notice as possible:

1. Scheduled absences such as: doctor appointments, vacations, parent/teacher conferences, elder care obligations(short-term), school events, etc. and,
2. Unscheduled absences such as: same day absences, late arrivals or early departures for events that cannot be scheduled before or after work hours. The examples above are charged according to the following guidelines:
  - *i.e. the employee leaves work early 4 hours and charges only for actual time away from work (only 4-hrs) as a) vacation, b) sick leave, c) cto, d) unpaid leave, or, e) other leave credits such as holiday credit, personal holiday.*
3. For non-exempt employees, overtime will still be available per their respective collective bargaining agreements.

### **Exempt Employees**

Exempt employees are paid for the entire work week and should be performing at the professional level. It is not unreasonable and in fact expected that an exempt employee report during the core department work hours (7 a.m.-6 p.m., M-Thu) in support of campus/department operations. The compensation of an exempt employee is salaried, as such; they should not be docked at an hourly rate. Exempt employees may charge their vacation or sick leave credits in full day increments for whole day absences, and only in 10-hour increments. *i.e. the employee is absent one full 1/10 day away from work and charges a full day increment for time away from work (10-hrs) as a) vacation, b) sick leave, c) unpaid leave. Please note that exempt employees are not eligible to accrue or earn compensatory time off (CTO), which can only be earned by non-exempt employees. Exempt employees can and should be expected to work more than a traditional 8 hour day/40 hour week.*

Administrators should consider absences or incidental time away from work under the 10-hour work schedule in the same as they would normally approve time away under the 8 hour work schedule. Exempt employees are performing at the professional level, and therefore

they are responsible for the work products in support of the campus /department operations consistent with their job duties.

## **Requesting a Hardship Exemption**

The University will consider Hardship Exemptions to the 7 a.m. to 6 p.m. work schedule due to health, family or other compelling reasons. Employees are asked to provide supporting documentation on official stationery from their child/dependent/medical care provider in support of their request. If the caregiver lacks official stationery, they may submit a detailed letter that provides all of the relevant details related to the level of care, including contact information and any other supporting documentation necessary. Each request will be considered on a case by case basis.

In the event that an employee in your operation believes that their circumstances meets this criteria then they are encouraged to complete the [4/10 Summer Work Schedule Hardship Request Form](#) and attach all supporting documentation for consideration. Please go over this information with them carefully before submitting.

### ***Instructions:***

1. The employee completes the Hardship form, attaching all supporting documents and submits to their HEERA Manager. *Confidentiality must be maintained at all times.*
2. The HEERA Manager reviews the request and submits the contingent decision to Human Resources for review.
3. HR reviews the request to determine eligibility criteria. HR forwards the request to the Vice President of the Division.
4. V.P. reviews the decision and renders a final decision; forwarding to HR for processing.
5. The employee receives copy of the decision from Human Resources.

**Steps** - The managers are encouraged to review and discuss the Requests with the employee to ensure it is complete and that it includes all supporting documentation before forwarding to Human Resources for further consideration. Human Resources (Employee/Labor Relations) will review the Request to determine if it meets eligibility criteria. Follow-up may be necessary at this stage. All completed Requests shall be forwarded to the appropriate divisional Vice-President for final consideration. The Vice-President will render a decision and return the form to Human Resources. Human Resource will distribute the final decision to the employee, manager, and Payroll Services as soon as possible to ensure expedient communication. The employee and/or manager are free to contact any of the Employee Relations staff to inquire about the status of a Hardship request at any time or to seek clarification to the review process.

**Examples** of Hardship conditions are: childcare obligations or operating hours, eldercare, personal or family member physical limitations requiring your presence, summer camp operating hours conflict with work schedule arrival/departure times, health issues (personal or qualified family member) requires time/attention/effort), etc. are only some hardship examples. In all cases, supporting documentation will be required. Inconvenience alone will not be considered a hardship.

**Management Discretion/Operational Impact** – The reality is that not all Hardship requests will meet eligibility criteria and may be denied. However, some of the requests may merit further consideration. A manager can still consider an employee request for a reduced work schedule based on their merit, management operational impact, and on a case-by-case-basis. For

example, an employee may submit a written request for a reduced work schedule in order to attend a 5-week professional development summer course at a local college; etc. In such cases, this may call for a reduced time base or temporary leave of absence worked out with Payroll Services but this allows the manager and the employee to work out a temporary arrangement that will be mutually beneficial to both.

**Ridesharing** – Ridesharing is not by definition a “hardship.” Participation is voluntary. In fact, carpool and vanpool participation actually includes [financial incentives](#) paid for by the University.

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

All vanpool participants received a [letter](#) advising them that their ridership schedules would be adjusted by increasing one hour at the start and end of their work schedule times, except for one early morning group who will add two hours to their start time. All lunch breaks will remain the same, no change; therefore ensuring continuity to campus operations.

**Telecommuting** – The University does not offer Telecommuting as an option for supplementing work hours at this time.

### **Hardship Pay practices during the 4/10**

- a) Non-exempt employees may use Vacation leave credits in hourly increments to supplement a late start time/early departure time, as agreed on the request form. Sick leave may only be used if applicable to the situation.
- b) Exempt employees may use Vacation leave credits in full day increments to supplement an absence as agreed on the request form. Sick leave may only be used if applicable to the situation.
- c) For those employees who selected the Dock Option, no leave credits will be applied at any time during the length of the hardship request period. However, they may use leave credits for absences outside of hardship request periods.
- d) In the absence of available leave credits, a non-exempt employee may be docked/reduced for hours not worked\* or covered by available/approved leave credits. The HEERA manager cannot supplement wages for hours not worked. Granting hours or gifting hours when they are not available is considered a gift of state funds and is considered fraud.
- e) Employees may not work on Fridays to make up for shorter work days occurring during the Monday through Thursday work week. Again, Fridays are non-work days.
- f) Employees may not work additional hours after August 28 to make up for shorter work days during the 4/10 work schedule.
- g) All attendance documents should be an accurate reflection of what the employee worked as well as what was agreed on the Hardship Request form, since pay, leave credits and attendance will be expected from this agreement.\*
- h) If the nature of the employee’s request involves late arrivals and early departures and they have insufficient leave credits, it is recommended they consult with the Leaves Coordinator, Mary Martinez, ext. 5097, to discuss a partial leave since this will offer a viable option.
- i) FMLA – In some cases, the nature of the hardship requests will cause the University Leaves Coordinator to offer the employee an FMLA consultation to offer eligibility options. Employees are encouraged to consider these options. Mary Martinez is available at ext. 5097

**\* 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.**

## Use of Vacation and Sick Leave Credits

- Leave credits will continue to be earned in accordance with each employee's regular applicable time base. 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 use 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.**