



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA 4/10 SUMMER WORK SCHEDULE POLICY

Effective Date: May 19, 2009

Purpose

The purpose of this policy is to provide the structure in which a 4/10 Summer Work Schedule may be implemented on an annual basis for the California State Polytechnic University, Pomona (Cal Poly Pomona) campus. The implementation of an annual 4/10 Summer Work Schedule allows the University to provide convenient and consistent services to faculty, students, and staff. The 4/10 Summer Work Schedule reduces energy costs and the university's carbon footprint with energy, utility, and environmental savings which is consistent with our environmental and renewable energy commitment and the efficient delivery of summer operations.

Eligibility

This policy applies to all full-time, part-time, exempt and non-exempt employees of Cal Poly Pomona. All individuals, operations, departments, colleges, and divisions are encouraged to implement this policy where operationally feasible. Operational exceptions should be discussed with the Vice-Presidents of the respective division, and the President. Individual exception requests can be submitted for consideration on a case by case basis, as noted in the Hardship section below. All University subsidiaries, auxiliaries and organizational partners will be advised annually of this policy in order to coordinate resources and services to all campus organizations during the summer. A 4/10 Summer Work Schedule, shall be implemented in a manner that ensures that students, faculty & staff, the general public, and all other university departments are served effectively.

Implementation

During the 4/10 Summer Work Schedule, the Kellogg House, Kellogg West, Kellogg Ranch, University Children's Center, 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.

At the beginning of each calendar year a 4/10 Summer Work Schedule will be published to provide the University with the specific dates and schedule. The annual 4/10 Summer Work Schedule will typically begin the third week of June, but no later than the week following spring finals week. The 4/10 Summer Work Schedule will normally end on the Friday of the last week of August and depending on the calendar may include a small portion of September. The normal 8 a.m. to 5 p.m; Monday to Friday work schedule will resume on or about the Labor Day holiday in September, or as published in the advance.

During the 4/10 Summer Work Schedule, the University will be open for general campus business during the designated operational hours. For the duration of the 4/10 work schedule, Fridays will not be designated a regular work day for most campus employees, unless noted otherwise on the campus schedule. Only those organizations obtaining an exception, requiring 24-hour coverage, or extended service days/hours will continue to operate on Friday, Saturday and Sunday. Unless granted an exception, all employees will be expected to work the 10-hour



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schedule Monday through Thursday. All campus offices will be open to students, faculty & staff, and the public during the operational hours of 7:00 am to 6:00 pm.

Administrative Responsibilities

The responsibility for implementing and interpreting this Policy resides with the Vice President of Administrative Affairs, the Associate Vice President of Human Resource Services, Associate Vice President of Faculty Affairs, and other authorized designees. Implementation includes actions taken by the VP of Administrative Affairs or authorized designee to uphold the intent of this Policy includes the following:

- 1) Create, maintain, and communicate procedures to support the intent of this Policy.
- 2) Enforcement of the intent of this Policy.
- 3) Communicate specific training to implement this policy.
- 4) Review all Hardship requests submitted and maintain the confidentiality of all records submitted.
- 5) Coordinate survey tools upon completion of the summer, as needed.

Approved procedural actions shall not be contrary to any University policy, contractual agreements or bargaining unit agreements. Any procedure developed by a department, college, school, or division must conform to the work schedule policy in this document. Copies of this document shall be available online.

Summer Calendar

The University Payroll Services department will be responsible for preparing a Summer Work Schedule outlining the 4/10 work schedule. In order to minimize Plus/Minus pay obligations and to comply with the Fair Labor Standards Act regulations for payroll purposes, there may be up to two weeks during the schedule where all employees will be required to revert back to a normal 5/day work week 8/hr day schedule.

Hardship Exemption Request

Any University employee who believes that they are unable to comply with the Summer Work Schedule due to a personal hardship condition may submit a Hardship Request Form. A personal hardship may include but is not limited to: childcare, eldercare, health issues, or physical limitations which may prevent the employee's observance of the Summer Work Schedule. Inconvenience alone is not considered sufficient reason to grant a hardship request. Employees are expected to provide supporting documentation on official stationery from their child/dependent/medical care provider in support of the 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. Procedures for submitting and processing this form will be widely communicated to all staff, and available through the HEERA



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manager, a specially designated Website, and Human Resource Services. Documented hardship requests cannot be denied if all supporting documentation provided meets the required criteria. The contents of the Hardship request form shall be maintained confidential at all times.

Definitions

Normal Work Schedule - A normal work schedule usually consists of a five (5) day workweek beginning on Monday and ending on Friday. The workweek shall consist of seven (7) consecutive twenty-four (24) hour periods beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.

4/10 Work Week – For those employees assigned a four (4) day workweek, the workday shall normally consist of four (4) consecutive days of ten (10) hours.