



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

Effective Date: May 19, 2009

California Faculty Association Procedures

The CFA and the Cal Poly Pomona campus agree to the following conditions:

1. The parties agree that the terms of these Procedures will apply for the period of June 15, 2009 through and including August 28, 2009, also called Summer 2009.
2. For clarification purposes, the second paragraph of the *4/10 Summer Work Schedule Policy* identified as “Implementation” does not apply to CFA faculty members.
3. Hardship Requests – (CFA employees will use this section in lieu of the “Hardship Exemption Request” section noted in the *4/10 Summer Work Schedule Policy*) To obtain a modification of the 4/10 Summer Work Schedule the faculty member must “register” his/her hardship by submitting written documentation to their immediate supervisor which confirms the reasons for the need to modify the 4/10 Summer Work Schedule. Documentation must be written on official stationery from the faculty member’s child/dependent/medical care provider. In the event the caregiver lacks official stationery, the faculty member may use the University Hardship Request Form and submit a letter written by the caregiver, including contact information that provides all of the relevant details and any other supporting documentation. The University will alert the campus of the 4/10 Summer Work Schedule and the faculty member may begin taking steps to register their hardship case, where applicable, prior to the start date of the 4/10 Summer work schedule. Documented requests cannot be denied if supporting documents meet the required criteria. If a dispute arises between the employee and his or her supervisor regarding the claimed hardship, faculty members may refer the situation to the Associate Vice President of Faculty Affairs or his/her designee.
4. During the 4/10 Summer Work Schedule, all faculty members with dependent children who attend the University Children’s Center will be allowed to leave their departments at 15 min. before the scheduled end of the work day in order to pick up their children before the Center closes.
5. If a faculty member needs to have office hours on an unscheduled work day during the 4/10 Summer Work Schedule, a minimum of two locations will be made available for this purpose. The location and availability information of these rooms will be communicated at the beginning of the calendar year, or as soon as practical. The following locations will be available:
 - Los Olivos Dining Hall will be open. The facility offers meeting rooms. Reservations are not required.
 - Building 8, Room 4 will be available upon request. The Faculty member should contact the Dean’s office at (909) 869-5320 in advance to request use of room.



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6. The University will make available to the campus community, including the CFA and the Academic Senate, an analysis of actual comparison raw data and a detailed cost-benefit analysis of the relevant operating costs associated with running a 4/10 Summer Work Schedule. Both the raw data and the analysis, including a summation of savings in dollars and environmental impact equivalents (or another suitably recognized metric), shall be made available. If the report is not available on or about October 31, 2009, the University will advise the CFA of the delay.

7. The University shall conduct periodic surveys to gauge 4/10 Summer Work Schedule opinions and views. In that event, the University welcomes input from CFA as it endeavors to prepare survey tools that are statistically sound and balanced which include questions that are both in favor and in opposition. The University will add voluntary questions that may include demographic and collective bargaining unit information, where appropriate, that may reveal the need for further administrative review. Survey findings will be accessible to the campus community. Both the raw data and the analysis shall be made available whenever a survey is conducted.