



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

Effective Date: May 19, 2009

California State University Employee's Union Procedures

The CSUEU 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. Hardship Requests – The University will add a “Dock Option” to the Hardship Request Form that will allow a CSUEU employee to choose not to use their leave credits for any portion of their hardship request. A July/August payment plan to spread docks out equally is not available since the University has an FLSA obligation to pay out wages in the month they are earned. Enhancements to the Hardship Request form are being made to allow employees to view the Dock option and make informed decisions. All requests are reviewed and considered by management and human resource services.
3. The Science building (Building 2) will require minimal electrical and air conditioning needs on a 24/7 basis since experiments and live animals are kept in this building.
4. The University will make available to the campus community 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 on about October 31, 2009. In the event of a delay, the University will advise the CSUEU.
5. The University shall conduct periodic surveys to gauge 4/10 Summer Work Schedule opinions and views. In that event, the University welcomes input from CSUEU 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 shall consider adding 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.