

A photograph of a park with a paved path, trees, and a building in the background. The path is in the foreground, leading towards a grassy area with several large trees. In the background, there is a long, low building with a red roof. The sky is blue and clear.

# CI Alternate Summer Work Schedule

All Hands Management Meeting

May 9, 2023  
1:00pm via Zoom



# Agenda

Why?

Who?

When?

How?

FAQs

Discussion



# **WHY AN ALTERNATE WORK SCHEDULE FOR SUMMER 2023?**

# Why?

- Recognize campus population reduced during the summer months.
- Help employees balance personal and professional responsibilities.
  - Employees often feel that they “cannot” take a day off.
- Encourage conversations with staff members on summer scheduling needs.
  - Personal life schedules can be altered during summer.
- Highlight the use of vacation time.
  - Default should not be to have to rollover vacation time at the end of the year.

**WHO CAN REQUEST AN ALTERNATE  
WORK SCHEDULE FOR SUMMER 2023?**

# Who?

- All regular (including temporary) employees who are scheduled to work during the summer months.
  - Does not include Student Assistants.
  - Language exists for alternate work schedules in CSUEU and APC Collective Bargaining Agreements.

**WHEN CAN AN EMPLOYEE REQUEST  
AN ALTERNATE WORK SCHEDULE  
FOR SUMMER 2023?**

# When?

- Effective dates for the alternative work schedule are Sunday, June 4th – Saturday, August 12, 2023.
- Campus communication to be sent before end of May.





# **HOW CAN AN EMPLOYEE REQUEST AN ALTERNATE WORK SCHEDULE FOR SUMMER 2023?**

# How?

- Employee reviews options with manager/supervisor.
  - Management to determine staffing needs and feasibility of request.
- Employee completes the approval form with detailed information and forwards to employee's administrator.
- Copy of approved or denied form sent to employee, administrator and Human Resources/Payroll only in the case of a 4/10 schedule.

# How?

- Option 1: Vacation 1 Day Per Week
  - Consists for four 8-hour workdays with one day of vacation per week (32-hour workweek plus 8 hours vacation).
  - Employees must have enough vacation hours on balance to cover the days off requested; employees may not take more time than has been accrued.
  - Vacation taken must be entered by the employee into Absence Management in CI Personnel monthly and approved by the supervisor.

# How?

- Option 2: Increased Telework Opportunity
  - A temporary increase to the number of days allowable for telework (40-hour workweek).
  - If approved, a new Telecommuting Agreement form must be completed, signed, and submitted to Human Resources.

# How?

- Option 3: Alternative Work Schedule (4/10)
  - Consists of four 10-hour workdays with one day off per week (40-hour workweek).
  - To ensure proper pay, employees are expected to work their scheduled hours unless they are on an approved leave.
  - Employees must submit a form completed and signed to Payroll before the effective start date of the new schedule.
  - No changes to an AWS may be made mid-week. All changes will be effective the start of the next workweek (Sunday).
  - Management has the authority to suspend an employee's participation in the AWS with appropriate notification due to leaves of absence.





# **FREQUENTLY ASKED QUESTIONS REGARDING AN EMPLOYEE REQUESTING AN ALTERNATE WORK SCHEDULE FOR SUMMER 2023?**

# FAQs

- **What is the 2023 Summer Work Schedule?**
  - The 2023 Summer Work Schedule is a pilot program to offer alternate work schedules for a specified period of time for departments where work demands change during the summer months. This is a voluntary program.
- **Why is this being offered now?**
  - A modified summer work week allows employees to rebalance work and life activities during the typically slower summer months. Time away from work is essential to well-being and many employees do not take their allotted paid vacation. This also recognizes that while the business demand on campus tends to decline during the summer, the university needs to continue to provide effective and efficient services to internal and external stakeholders during all normal working business hours. This arrangement recognizes the benefit that employee work-life balance can have on employee morale and overall productivity.
- **Who is eligible?**
  - Staff and Administrators with their manager's approval.
- **What is the time period the summer alternative work schedule is in effect?**
  - June 4, 2023 – August 12, 2023

# FAQs (continued)

- **What are the options available?**
  - There are three options available.
    - Option 1 – Use of 8 vacation hours (or equivalent) one day per week (32-hour work week with 8 hours vacation)
    - Option 2 - Increased telework opportunities for eligible positions
    - Option 3 – Four 10-hour (4/10) days with one day off per week (40-hour work week)
- **Aren't these options already available to staff and administrators with their manager's approval?**
  - Yes, they are, however the increase in business demand when classes are in session often hinders the ability to institute one of the options on a regular basis. In many cases, summertime is the ideal season to work an alternative schedule.
- **What are my responsibilities as a manager?**
  - Evaluate your unit's ability to accommodate the options available for the summer work schedule. If it is possible, discuss the options with your staff and follow-up with those interested. Please note a change in work schedule must follow guidelines established in the [Collective Bargaining Agreement](#) applicable to the employee.

# FAQs (continued)

- **I am interested in participating, what are my next steps?**
  - Meet with your manager to discover if your unit can accommodate the options available. If one or more options are available to you, come to an agreement with your manager regarding the change in your summer work schedule. Complete the [CI Alternate Summer Work Schedule 2023 Approval Form](#) and submit to your manager for approval. If you are choosing to change your telework schedule, a new [Telecommuting Agreement](#) must also be completed, signed and submitted to [hr.forms@csuci.edu](mailto:hr.forms@csuci.edu) If you are choosing Option 3, then the [CI Alternate Summer Work Schedule 2023 Approval Form](#) must be complete, signed and submitted to [payrollservices@csuci.edu](mailto:payrollservices@csuci.edu)
- **What are the requirements for Option 1: Vacation 1 day per week?**
  - Employees must have enough vacation hours on balance to cover the days off requested. Employees may not take more time than has been accrued. Vacation taken must be entered by the employee into Absence Management in CI Personnel monthly and approved by the supervisor.
- **What are the requirements for Option 2: Increased Telework Opportunity?**
  - If approved, employees must complete a new [Telecommuting Agreement form](#) and submit the signed form to [hr.forms@csuci.edu](mailto:hr.forms@csuci.edu)

# FAQs (continued)

- **What are the requirements for Option 3: Alternative Work Schedule (4/10)?**
  - The work schedule consists of four 10-hour workdays with one day off per week (40-hour workweek). To ensure proper pay, employees are expected to work their scheduled hours unless they are on an approved leave. Employees must submit this form completed and signed to [payrollservices@csuci.edu](mailto:payrollservices@csuci.edu) before the effective start of the next workweek (Sunday). No changes to the alternative work schedule (AWS) can be made mid-week. All changes will be effective the start of the next workweek (Sunday). Management has the authority to suspend an employee's participation in the 4/10 AWS with appropriate notification due to leaves of absence and will work with the department and employee to return them to the AWS program once they return to full-time work status.
- **What do I need to do if I already have an alternative work schedule and will not be making any changes for the summer?**
  - Nothing! Your schedule will remain unchanged unless you and your manager agree on a new AWS.
- **What happens at the end of the Summer Alternate Work Schedule Period (August 12, 2023)?**
  - All schedules will automatically return to their pre-Summer Alternate Work Schedule on August 13, 2023.





# **DISCUSSION**



California State  
University

Division of  
**BUSINESS &  
FINANCIAL  
AFFAIRS**

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