

## **CSU Channel Islands Alternate Work Schedule Program**

# **\*\*\* Frequently Asked Questions \*\*\***

### **What is the CSU Channel Islands Alternate Work Schedule Program?**

- The CSU Channel Islands Alternate Work Schedule Program is a year-round alternate work schedule program that has been approved on a trial basis. At this time, the program will only include 9/80 alternate work schedules.

### **Why is the campus offering this program?**

- It is our hope that this program will improve the work-life balance of CSU Channel Island employees, and it has the potential to:
  - Allow employees to spend additional time with their children and families and reduce childcare expenses.
  - Allow employees to take care of errands and personal business without requiring the use of leave.
  - Allow managers to stagger coverage and provide services over extended hours.
  - Foster greater employee enthusiasm, better performance, and lower absenteeism.
  - Support the statewide initiative to reduce smog emissions and reduce fuel expenses of employees.

### **What types of alternate work schedules are approved under the CSU Channel Islands Alternate Work Schedule Program?**

- A 9/80-work schedule which consists of 80 hours worked during a two-week period. The first week consists of four 9-hour days and one 8-hour day. The second week consists of four 9-hour days and one day off.

### **Does the CSU Channel Islands Alternate Work Schedule Program include other schedules, such as 10/40s, 3/12s, or Telecommuting?**

- Most represented employees may be allowed to work a number of flexible schedules, with approval, based on operational needs. Other work schedules may be arranged within a department on a case-by-case basis, but they are NOT considered to be a part of the CSU Channel Islands Alternate Work Schedule Program.

## **Are Management Personnel Plan (MPP) employees allowed to participate in the CSU Channel Islands Alternate Work Schedule Program?**

- No. However, work-schedule modifications may be arranged on a case-by-case basis with the appropriate department administrator.

## **What do I need to do to be approved for the program?**

- Submit a completed CSU Channel Islands Alternate Work Schedule Program Approval Form to your supervisor. Your supervisor will then submit the approval form and their recommendation to the Division Vice President for approval. The approved form must then be submitted to Human Resources for processing.
- Participation in the CSU Channel Islands Alternate Work Schedule Program must be recommended by the appropriate department administrator (generally the head of your department) and approved by the Division Vice President, based on the operational needs of the campus, division, and department.
- Participation in the program can be terminated at any time based on operational need or failure to follow participation guidelines.

## **What forms do we need to complete to participate in the CSU Channel Islands Alternate Work Schedule Program?**

- A STD. 634, Time & Attendance form, reflecting hours worked and leave time used, that is signed by the employee and supervisor must be submitted to Payroll each month by the cutoff date noted on the Payroll Calendar (the first business day after pay day).
- Along with the STD. 634, a printed copy of the electronic Alternate Work Schedule Calculator for the corresponding month reflecting the hours worked and the excess/deficit balance must be signed and submitted.
- BOTH forms\* must be submitted or the timesheet will be considered incomplete. This could result in delay of payment of any excess hours owed and the update of your leave credits.

\* **NOTE:** Exempt represented employees do not need to complete the electronic Alternate Work Schedule calculator. If leave credits are used, the STD. 634 must be submitted.

**How do I report holiday hours on the Alternate Work Schedule Calculator if I worked the holiday?**

- Enter the total hours worked on the day the holiday occurred. On line 7A of your timesheet, STD. form 634, enter the same number of hours worked.

**How do I report holiday hours on the Alternate Work Schedule Calculator if the holiday fell on my regular day off?**

- Enter zero (0) on the Alternate Work Schedule Calculator on the day the holiday occurred. On line 7A of your timesheet, indicate a slash (/) on your day off whether it is a holiday or not.

**How do I report holiday hours on the Alternate Work Schedule Calculator if I observed the holiday?**

- Enter the total number of hours appropriate for that workday on the Alternate Work Schedule Calculator on the day the holiday was observed. On line 7F of your timesheet, STD. form 634, indicate “TH” and the same number of hours.

**NOTE:** When you observe a holiday or work on a holiday, the hours are to be indicated on the Alternate Work Schedule Calculator. In order to distinguish between the two, your timesheet, STD. form 634, should indicate the above.

**Does participating in the Alternate Work Schedule change my leave accruals?**

- No. Leave accruals are based upon time base, and leave usage typically is based upon the employee’s regular work schedule. For example, full time employees on a 9/80 Alternate Work Schedule will accrue sick leave at eight (8) hours per qualifying monthly pay period, however, sick leave usage for a full day would be based upon their respective 8 or 9-hour workday, as appropriate.

**I worked my approved Alternate Work Schedule. How can I have excess or deficit hours?**

- Under the State pay plan, salaries of State employees are paid on the basis of 12 nearly-equal pay periods each year. The State pay period contains either 21 or 22 normal workdays (168 or 176 hours respectively) called a calendar month. The Department of Finance prescribes beginning and ending pay period dates. Under this plan, normal workdays are Monday through Friday including holidays during the week.

Alternate Work Schedules do not necessarily coincide with the 21 or 22 workdays prescribed for a given State pay period.

- Excess hours are regularly-scheduled hours worked in excess of standard hours within a given pay period.
- Deficit hours are hours paid within a given pay period by the CSU for hours not yet worked by the employee.

### **What happens when I work excess hours?**

- Non-exempt employees will be paid for the number of “regular” hours worked (exclusive of overtime) in excess of the standard pay period (21 or 22 days = 168 hours or 176 hours, respectively), and there will be no accumulation of excess hours carried forward into a subsequent pay period. Excess hour balances are paid at the employee’s current rate of pay. This payment is processed for the mid-month payday as noted on the Payroll Calendar.

### **What happens when I have a deficit?**

- If an employee has deficit hours in a given pay period, those hours may be carried forward and will be offset by any excess number of hours (credits) worked in a subsequent pay period, as appropriate. The employee will not be paid for excess hours worked in a pay period when an equal or greater deficit balance exists.

### **Are deficit hours ever reconciled?**

- Campuses are required to reconcile employees’ deficit hours at least once each calendar year in December. If an employee has deficit hours, the employee may use leave balances (vacation, compensatory time off [CTO], holiday credit or personal holiday leave), be docked for deficits incurred in the current pay period, or the campus will establish an accounts receivable for prior pay period deficits if leave credits are not available to offset the deficit.