



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF FINANCE & ADMINISTRATION

Human Resources Programs

CSU Channel Islands Voluntary Alternate 9 x 80 Work Schedule Guidelines

- 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, 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. Some CSU campuses allow employees to work in “alternate” work schedules that do not necessarily coincide with the 21 or 22 workdays prescribed for a given State pay period. Our campus has adopted a Voluntary 9 x 80 Alternate Work Schedule, which may allow our employees to work outside the established normal workdays if approved.
- To be eligible to participate in an alternate work schedule, prior approval by the employee’s direct Administrator is mandatory.
- **Represented Non-Exempt Employees with excess hours in a given pay period will be paid overtime (at straight time) for those hours. 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. Deficit hours not reconciled by December 31, of each year will be charged to leave banks as appropriate.**
- All Non-Exempt Employees who participate in the Voluntary Alternate Work Schedule must fill out the Electronic Voluntary Alternate Work Schedule Calendar each month, sign and submit along with the Payroll Time & Attendance STD 634 Form. Time & Attendance STD 634’s submitted without the printed electronic form will be considered incomplete. (Please note that leave credits must reflect either 8 or 9 hours on the STD 634 Form when time is worked and/or leave credits are used)
- Exempt Represented Employees participating in the Voluntary Alternate Work Schedule DO NOT need to fill out the Electronic Voluntary Alternate Work Schedule Calendar, however, if any leave credits are used (i.e. observed holiday, sick, vacation, etc.) the Payroll Time & Attendance STD 634 Form must continue to be submitted monthly and reflect either 8 or 9 hours accordingly when leave credits are used.
- To determine if you are a Non-Exempt or Exempt Employee, contact Human Resources Programs at 805/437-8490. (Non-Exempt employees are salaried employees, eligible for overtime)
- The 9/80 program is not available to MPP’s.
- Two sample 9/80 schedules are provided below for reference. A 9/80 schedule is a 2 week schedule with hours worked totaling 80 hours.

One University Drive, Camarillo, California 93012-8599 Tel: (805) 437-8490 Fax: (805) 437-8491 www.csuci.edu



SAMPLE 9/80 EMPLOYEE WORK SCHEDULES 21 DAY PAY PERIOD – 168 HOURS

Sunday
to
Saturday
Calendar

Sample 9/80 work schedules with Monday and Friday as the off day are provided below. These are only examples. Your schedule may vary based on the operational need of your department. This example is for a 21 day pay period requiring 168 hours to be worked.

Example: 9X80 Friday off

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
	9	9	9	9	8	
8	9	10	11	12	13	14
	9	9	9	9	off	
15	16	17	18	19	20	21
	9	9	9	9	8	
22	23	24	25	26	27	28
	9	9	9	9	off	
29	30					
	9					

Total hours worked in pay
period = 169
+ 1 hour

Example: 9X80 Monday Off

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
	9	9	9	9	8	
8	9	10	11	12	13	14
	off	9	9	9	9	
15	16	17	18	19	20	21
	9	9	9	9	8	
22	23	24	25	26	27	28
	off	9	9	9	9	
29	30					
	9					

Total hours worked in pay
period = 169
+ 1 hour