BY E-MAIL

March 19, 2013

TO: The Presidents of the Colleges
    The Deans of the CUNY-wide and Professional Schools

FROM: Vice Chancellor Gloriana B. Waters

SUBJECT: Summer Four-Day Workweek – Summer 2013

The current policy regarding the University’s summer four-day workweek, as adopted by the Council of Presidents at its meeting of May 2, 1994, offers each college the choice of operating the traditional five (5) day per week schedule or the extended four (4) day per week schedule during a designated period in the summer. A copy of the policy is enclosed for your information and review.

For the 2013 season, the summer four-day workweek program shall be in effect during the period covering the week of Monday, June 24, 2013 through Friday, August 9, 2013. Practices for the workweek including Independence Day shall be the same as in preceding years. The Independence Day holiday will be observed on Thursday, July 4, 2013. During that week staff shall have four regular unextended workdays on Monday, Tuesday, Wednesday, and Friday.

Extensions or other modifications of the period during which the program will be in effect will not be permissible. Only requests to reduce the period or to exempt particular classes or categories of employees will be considered and should be processed through my office.

Should you have any questions, please do not hesitate to call me.

Enclosure

c: Chancellor Matthew Goldstein
   Cabinet
   Chief Administrative Officers
   Labor Designees
   Payroll Officers
   Directors of Human Resources
   Mr. Raymond F. O’Brien
   Mr. Carmelo Batista
UNIVERSITY SUMMER FOUR-DAY WEEK PLAN

1. The University shall continue the four-day summer work week which shall be applicable to the Central Office and to all of the colleges of the University.\(^1\) Colleges shall be given the option to decline to participate.

2. The period of the four-day schedule shall be from a date in June through a date in August of each year. The Vice Chancellor for Human Resources Management\(^2\) shall determine the exact dates for each year. A college may request a variance from those dates, and the request shall be submitted to the Office of Human Resources Management.

3. For participating colleges, the four-day summer work week shall be offered to all employees. Colleges may request exemptions for particular classes or categories of employees; such requests shall be made to the Vice Chancellor for Human Resources Management.

4. a. A College may extend the work day for its clerical, administrative, and non-teaching instructional staff employees to 8 \(\frac{3}{4}\) hours from Monday through Thursday and close on Friday. At the option of the College, the lunch hour may be reduced to either 45 or 30 minutes for all employees opting for the four-day week.

b. Employees who do not wish or are unable to work the extended schedule shall be given the option of working four regular days and charging the fifth day to annual leave.

c. In addition, if both a College and an employee agree, another option is available. The employee may work 32 hours each week, and the three-hour per week difference will be charged initially to compensatory time, but the participating employees would be able to restore such time by working during the course of the academic year at times specified by the college, after consultation with the employee.

5. For employees, such as custodial staff or counselors not in the HEO titles, who work a week other than the standard 35-hour week, a similar approach, with appropriate adjustments for the number of hours in the work week, is to be followed.

6. Personnel Officers shall discuss individual problems with staff members and seek resolutions that balance individual needs and institutional needs.

Originally approved by the Council of Presidents April 9, 1985.
Modified by the Council of Presidents May 2, 1994

\(^1\) Hereinafter, the term "college" or "colleges," as used throughout this document, is understood to include the Central Office.

\(^2\) References to the Office of Faculty and Staff Relations have been changed to the Office of Human Resources Management to reflect organizational changes in accordance with calendar item 5.BB adopted by the Board of Trustees at its meeting on January 28, 2008.