

**GUIDELINES**  
**SUMMER FOUR-DAY WORK WEEK PROGRAM 2017**

*MANSFIELD UNIVERSITY is pleased to offer a Four-Day Work Week program to allow employees more flexible work hours during the summer months. The program guidelines are as follows:*

**ELIGIBLE EMPLOYEES**

You are eligible to participate in this program if:

- You are classified as a manager or are covered by the AFSCME or SCUPA collective bargaining agreements;
- You are not under leave or other disciplinary restrictions;
- Your immediate supervisor and respective Cabinet representative approve your participation and requested schedule.

**TIMEFRAME**

This program is available from May 22, 2017 through August 18, 2017.

**ALTERNATE WORK SCHEDULES**

Alternate work schedules (37.5 hours per week) are available as follows:

**MANAGEMENT, SCUPA & AFSCME EMPLOYEES**  
**(except Facilities employees)**

**Monday – Thursday**

**One:** Monday –Wednesday 7:00 a.m. – 5:00 p.m. 12:00 – 12:30 Lunch Break Unpaid  
Thursday 7:00 a.m. – 4:30 p.m. 12:00 – 12:30 Lunch Break Unpaid  
Friday OFF

**Two:** Monday – Wednesday 7:30 a.m. – 5:30 pm. 12:00 – 12:30 Lunch Break Unpaid  
Thursday 7:30 a.m. – 5:00 p.m. 12:00 – 12:30 Lunch Break Unpaid  
Friday OFF

**Tuesday – Friday**

**Three:** Monday OFF  
Tuesday – Thursday 7:00 a.m. – 5:00 p.m. 12:00 - 12:30 Lunch Break Unpaid  
Friday 7:00 a.m. – 4:30 p.m. 12:00 - 12:30 Lunch Break Unpaid

**Four:** Monday OFF  
Tuesday –Thursday 7:30 a.m. – 5:30 p.m. 12:00 – 12:30 Lunch Break Unpaid  
Friday 7:30 a.m. – 5:00 p.m. 12:00 – 12:30 Lunch Break Unpaid

To participate in the program:

- Select one of the schedules listed above – no other alternate four-day work week schedules will be available or allowed;
- Recognize that the selected schedule is now your official work schedule for the duration of the Program\*\*\* and (1) no adjustments to the schedule will be allowed; (2) no changing or switching “off-days” will be allowed; (3) you may not work this schedule intermittently but must work this schedule consistently during the Program; and (4) all scheduled work hours must be worked or appropriate leave must be submitted (See “Leave” below); and (5) you may be disqualified from participation in the Program if any documented misuse of time and attendance requirements occurs.

### **\*\*\*REVERSION**

Under certain circumstances such as misuse of leave, operational necessity, non-productive work hours, etc., an employee may be directed to revert to his/her normal work schedule.

### **LEAVE UNDER THE PROGRAM**

Time away from work and leave accrual will be handled as follows:

- Sick, annual and personal leave will be earned as usual; for example if you are entitled to earn annual leave at the rate of 10% of hours worked, that rate will continue.
- All time that you are absent from your work as determined by your alternate work schedule, will be charged on an hour-for-hour basis. (See below for annual leave and holidays.)
- A full day’s leave will continue to be earned at 7.5 hours; therefore if you are away from work for a full day on one of your scheduled 9 or 9.5 hour work days, you will be required to include the full 9 or 9.5 hours with your leave request. Please note the starting and ending time on your leave request for each day away from the office so the appropriate number of leave hours are recorded.

### **HOLIDAYS**

During the Program, we will observe one holiday – Memorial Day, May 29<sup>th</sup>.

- If the holiday falls on your scheduled work day and you do not work, you will be compensated at a straight time rate of pay for 7.5 hours. Annual leave for the 1.5 or 2 hours differential between your standard and alternate work schedules will be assessed.
- If you are eligible for overtime pay and work (with your supervisor’s approval) on the holiday, you will be compensated at one and one-half times your usual rate of pay for the 7.5 hours in your standard schedule and at straight time for the additional 1.5 or 2 hours in the alternate schedule. (Additional information about overtime for AFSCME employees is available in the signed Alternate Work Schedule Agreement.)

### **OVERTIME**

If you are entitled to overtime, it will be handled as follows:

- If you are covered by the AFSCME bargaining agreement, please note that, solely for the purposes of this agreement, the provisions that require payment of overtime for any hours worked in excess of 8 per day have been waived, unless the hours exceed 40 in a work week. For others, the normal and usual overtime rules will apply.

- If you are eligible for overtime and work hours in excess of the 9 or 9.5 hours in your alternate schedule (AFSCME only) or if your work hours exceed 40 hours in a week, overtime will be paid at the rate of one and one-half times your normal rate of pay.
- If you are covered by the AFSCME collective bargaining agreement, your alternate schedule's "off day" will not be considered a "scheduled day off" as defined by the AFSCME agreement and for the purpose of calculating double time, the "scheduled day off" will be based on your standard work schedule. For example, if you select the work schedule with Friday off, but you work on Friday, have Saturday off and work again on Sunday, you will not earn double time on Sunday as the first "scheduled day off" (Saturday) was not worked. However, if you work Saturday and Sunday, you would earn two times your standard rate of pay for Sunday.

### MANAGEMENT OF THE FOUR-DAY WORK WEEK PROGRAM

Mansfield University managers are required to monitor attendance and work product, ensuring that operational efficiency and the level of service to students and employees does not diminish as a result of this Program.

- Managers are requested to continuously evaluate the Program throughout its duration, ensuring that performance levels are maintained despite extended work hours, that coverage of offices and the level of service to all constituents does not deteriorate, and that employee attendance matches the selected alternate schedule. If, in order to ensure office coverage during normal working hours (Monday – Friday 8:00 a.m. to 4:15 p.m.), the manager determines that an employee cannot work according to his/her selected alternate schedule during a particular week, the manager may direct the employee to revert to the standard schedule for that week. An employee's reversion to the standard schedule may also be necessary in the event of medical or other unanticipated extended leave. It's important to consult with Human Resources before allowing an employee to revert to his/her standard work schedule. Please note that lunch hours may be flexed during the period of 11:30 a.m. to 2:00 p.m. to ensure proper office coverage and delivery of services.
- Any deviation from these guidelines may result in an employee's or department's disqualification from the Program and may also jeopardize the renewal of this Program in subsequent summers.
- Management reserves the right to terminate or amend this Program at any time.

### HOW TO ENROLL

Enroll in the Program by completing the **Summer Four-Day Work Schedule Request** form found on HR's website, obtain the necessary signatures and return the form to Human Resources, 112 Alumni Hall.