

## Flexible Work Schedule Proposal Summer 2023

The College is offering employees options to work a flexible schedule during the summer months of 2023, **beginning May 25, 2023, and extending no later than August 16, 2023**. The end date of a specific employee agreement may be earlier than August 16 due to the operational needs of the unit. The flexible schedule must end on the last day of a pay period, which is ***effectively July 19, August 2, or August 16***. The end date must be documented in the appropriate application materials.

***Operational needs are paramount and will be considered in all decisions regarding flexible work options.*** Offices must be available to serve constituents from 8:00 a.m. through 4:00 p.m. Monday through Friday during this time period. Availability requires an office to be physically open with a subset of staff onsite during this timeframe.

There are two basic options available to employees described in general terms below:

### **Telecommuting:**

The current [SUNY Telecommuting Policy](#) allows employees in positions that are conducive to a remote work location arrangement to complete their job responsibilities at an offsite work location for up to 50% on a bi-weekly basis. In accordance with the provisions of the Telecommuting Policy, employees who meet the criteria for telecommuting, and where operational needs are met, can request to telecommute at the maximum 50% biweekly schedule.

Changes to existing telecommuting agreements will require a [new application](#). As part of the Policy, there is an appeal process for employee applications that are denied. Employees with approved plans are required to complete the [bi-weekly progress report](#).

### **Compressed Work Week**

Employees who are not eligible for the telecommuting program or who prefer a different work schedule that requires work to be performed fully on campus may wish to apply to work their standard work hours over four days each week vs. five days. In this scenario, employees still fulfill their required number of hours per week (i.e. 37.5 hours or 40 hours).

Employees who are interested in working a compressed workweek this summer need to complete the Application for Compressed Work Week and submit it to their supervisor.

Employees may not have both a compressed work week schedule and a telecommuting agreement at the same time.

Example schedules:

- Four-day workweek (for 37-1/2 hour employee)

Work 37-1/2 hours in 4 days; one day off each week

Work 9-1/2 hours Monday, Tuesday, Wednesday (7:00 a.m. to 5:00 p.m.); work 9 hours on Thursday (7:00 a.m. to 4:30 p.m.); off Fridays

- Four-day workweek (for 40-hour employee)

Work 40 hours in 4 days; one day off each week

Work 10 hours Monday, Tuesday, Wednesday, Friday (6:00 a.m. to 4:30 p.m.); off Fridays

Work 10 hours Tuesday, Wednesday, Thursday, Friday (6:00 a.m. to 4:30 p.m.); off Mondays

**\* Lunch period is 30 minutes**

**Guidelines and Eligibility:**

- Operational needs must be met as determined by the supervisor and approved by the cabinet level administrator.
- Employees are required to fulfill their usual number of work hours.
- Employees have no change to salary and/or benefits.
- Employees continue to accrue leave at their appropriate rate.
- Leave must be charged for the amount of time scheduled to work. For example, if an employee works 10 hours each Monday and takes a Monday off, they must charge 10 hours of time. In the case of professional employees, that same person would take 1.25 days off their time.

In addition, for **holidays**, an employee must charge their accruals to equate to the 10-hour day. For example, there are three holidays that fall on Mondays this summer (***Memorial Day and Juneteenth***). On those days the appropriate number of hours must be charged to bring the holiday time off up to 10 hours i.e. ASU-CSEA employees must charge 2.5 hours, OSU-CSEA employees will charge 2 hours and a professional (UUP/MC) employee will charge .25 day.

- Employees are required to take meal breaks; they cannot use meal breaks or rest periods to shorten their workday.
- Alternative work schedules may be more difficult in one-person operations, so employees can work within their divisions to develop creative solutions to provide adequate office coverage.
- Management reserves the right to end or suspend this program at any time, within the provisions of the Telecommuting Policy, if it does not meet the operational and/or security needs of the College.
- Eligibility for this year's summer flexibility program shall consider an employee's effectiveness in performing their responsibilities during the previous summer's flexibility program, where applicable, as criteria for approval.