



WILLIAM PATERSON UNIVERSITY

OFFICE OF HUMAN RESOURCES • COLLEGE HALL
P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913
EMPLOYMENT 973.720.2605 • PROFESSIONAL DEVELOPMENT 973.720.2887
EMPLOYEE RELATIONS 973.720.3594 • FAX 973.720.2090 • WWW.WPUNJ.EDU

TO: The William Paterson University Community

FROM: Denise Robinson Lewis, Director of Human Resources

DATE: February 6, 2017

RE: **FOUR-DAY WORKWEEK – Summer 2017**

I am writing to advise you that the Board of Trustees approved the implementation of a four-day workweek for this summer at this month's regularly scheduled Board meeting. The summer workweek period for 2017 will start on Monday, June 5 and end on Friday, August 18, 2017. The "extended work day" schedule will apply for ten of the eleven weeks of the summer schedule. We will return to a "regular work day" schedule during the week containing the 4th of July holiday.

The schedule for the summer of 2017 will be guided by the following:

1. Most departments will observe the four-day workweek, but there may be some exceptions. Participation or non-participation by the Physical Plant Operations department will be predicated on the ability to satisfy day to day operational needs.
2. University Police will continue to work their normal hours.
3. For the duration of the four-day workweek schedule:
 - a. Generally, thirty-five hour fixed workweek employees' hours of work will be 8:00 a.m. - 5:15 p.m. with two scheduled 12-minute breaks, one in the morning and one in the afternoon. Additionally, one fifteen-minute break will be scheduled in conjunction with a 30-minute lunch period and can only be used in conjunction with the lunch period. Employees will not be permitted to take any of the 12-minute breaks at the beginning or end of a workday;
 - b. Generally, forty-hour fixed workweek employees will work 10 hour schedules to be arranged by their supervisor. Breaks and lunches will also

be arranged by their supervisors;

- c. Minimally, the workweek for higher education managers, professional staff and librarians will be 8 ¾ hours per day, four days per week;
 - d. In all instances, supervisors shall seek to afford maximum flexibility without diminishing service levels;
4. During the workweek of July 3 through July 7, normal workday hours will resume due to the holiday observed on Tuesday, July 4.
 5. Offices providing access to services beyond those standard hours of operation will have schedules arranged by their supervisor;
 6. Time sheets will continue to be submitted on a bi-weekly basis;
 7. Employees who are absent from work on any full day will be charged at the appropriate hours for their workweek;
 8. Employees covered by the CWA bargaining unit agreements who wish to charge Administrative Leave (ADL), may do so only in increments of one-half or one day in accordance with the employee's work week. If ADL is taken for an entire work day, additional earned time must be charged to cover the extended hours of the four-day workweek.
 9. If approved, vacation may be charged in increments of 15 minutes. Approved voluntary furloughs may be taken in increments as small as one (1) hour.

The first Friday off for the summer of 2017 will be June 9 and the last, August 18.

If you have any questions regarding the summer schedule, please feel free to call the Office of Human Resources at extension 2605. All questions related to available accrued time balances should be directed to the Payroll and Employee Benefits office at ext. 2885.