

AFT Modified Work Schedule – Summer Season 2018

1. All Professional Staff and Librarians who are assigned a 35-hour work week shall work an extended day/four-day Summer Work Schedule during the months of June, July and August 2018, as specified in Appendix I (attached). The Summer Work Schedule will not be followed during the week which includes the July 4 holiday. All personnel will follow usual work schedules during that week.
2. Provided that all employees meet the requirement of a 35-hour workweek, there will be two (2) options for work hours during this period. One extended workday option will begin at 8:00 a.m. and end at 5:30 p.m. The other extended workday option will begin at 7:30 a.m. and end at 5:00 p.m. Regardless of which extended work day option an employee works, the luncheon break will be 45 minutes.
3. Each employee shall indicate his/her preferred extended workday option to his/her supervisor. The supervisor will work with all affected employees in the unit to reach a mutually satisfactory schedule which meets the operational needs of the unit. Whichever extended workday option is determined, the employee will follow that schedule for the entire period.
4. The Summer Workday Schedule shall be Monday through Thursday and exceptions to the Summer Workday Schedule will be in effect where operational need requires such exceptions. Specific modifications will provide for staggering the schedule to be either Monday through Thursday, or Tuesday through Friday, or by other arrangement between management and the employee(s). Sprague Library is an unusual five-day per week schedule with coverage Monday through Thursday and Saturday. As in prior years, coverage for Sprague Library will be handled consistent with past practice.
5. Sick leave, vacation days and personal days shall be charged at the rate of 1¼ days (8.75 hours), per day of absence for those on the four-day week schedule.
6. All other terms and conditions in the State Agreement remain in effect.

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Appendix I

Extended Day/Four-Day Work Week

2018

June 4, 11, 18, 25

July 9, 16, 23, 30

August 6, 13