

Division of Human Resources

MEMORANDUM

TO: CCNY Community

FROM: Division of Human Resources

DATE: June 11, 2020

RE: Summer Four-Day Workweek – 2020

CCNY will continue its participation in the summer four-day workweek schedule starting the week of Monday, June 22, 2020, through Friday, August 7, 2020.

The following guidelines will be in effect for the summer four-day work schedule:

1. Employees will be given the option, pending supervisor approval, of working 35 hours in 4 days; or work a regular 7-hour day and charge the fifth day (Friday) to their annual leave balance.
2. Alternatively, supervisors may approve a flexible work schedule as appropriate, while ensuring that there are no lapses in service to students, staff and other stakeholders.

Supervisors are reminded that they must consider their employees' existing remote work agreements, when deciding on the best summer workweek schedule options for their department.

The following options are *examples* of flexible work arrangements:

Option A
<ul style="list-style-type: none">• Employee works 7 hours per day; Monday thru Thursday 9:00am – 5:00pm• Employee takes a one (1) hour lunch break• Employee charges 7 hours of annual leave for Friday

Option B
<ul style="list-style-type: none">• Employee works 8.75 hours per day; Monday thru Thursday 8:00am – 5:15pm• Employee takes a 1/2-hour lunch break• Employee does not charge annual leave for Friday

In accordance with past practice, during the work-week that includes Independence Day, the remaining four (4) days weekdays will be regular un-extended workdays. This year, the Independence Day holiday is observed on Friday, July 3, 2020, hence, Monday, June 29, Tuesday, June 30, Wednesday, July 1, 2020 and Thursday, July 2, 2020 will be regular un-extended work days.

Employees covered by the Blue-Collar Contract and various Skilled Trade Agreements may also be included for participation in the four-day workweek, based on departmental discretion and operational need. Those titles include but are not limited to: Campus Security Assistants, Campus Security Officers, Campus Peace Officers, Campus Public Safety Sergeants, Laborers, Maintenance Workers, Painters, Plumbers, Carpenters, Electricians, High Pressure Plant Tenders, Oilers, Stationary Engineers, Supervisor of Mechanics, Thermostat Repairers, Supervisors of Thermostat Repairers, Supervisors of Electricians, Supervisors of Plumbers and all Custodial employees.

Please ensure attendance and absences are accurately reported on all timesheets. Supervisors and managers should contact the HR Office at (212) 650-7226 with any questions or concerns. Additionally, please be advised that HR may also contact supervisors if there are questions or concerns about their proposed summer scheduling plans.

Thank you.