

MEMORANDUM

TO: CCNY Community

FROM: John Siderakis 
Assistant Vice President of Human Resources

DATE: May 11, 2015

RE: Four-Day Workweek – Summer 2015

CCNY will continue its participation in the four-day workweek schedule starting the week of Monday, June 22, 2015 through Friday, August 7, 2015.

Practices for the week that includes Independence Day shall be the same as in preceding years. The Independence Day holiday will be observed on Friday, July 3, 2015. During that week staff will have four (4) regular un-extended workdays on Monday, June 29, Tuesday, July 30, Wednesday, July 1, and Thursday, July 2, 2015.

Employees covered by the 2006-2009 Agreement covering Custodial, Store-Stock and Security Employees of the Classified Service (i.e.: Blue Collar Contract) and Skilled Trade employees 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, Auto Mechanics, Carpenters, Electricians, High Pressure Plant Tenders, Oilers, Stationary Engineers, Steamfitters, Supervisor of Mechanics, Thermostat Repairers, Supervisors of Thermostat Repairers, Supervisors of Electricians, Supervisors of Plumbers and all Custodial employees.

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

1. Employees will be given the option 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 sufficient office coverage during the work day.

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 |
|--|

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.