**MEMORANDUM**

**TO:** Lehman College Instructional and Classified Staff

**FROM:** Eric Washington, Director of Human Resources

**RE: 4-**Day Work Week 2016

**DATE:** April 19, 2016

Lehman College will be closed on **Fridays** for the period from **June 20th**, through **August 4th, 2016**. As such, **June 24th** is the first Friday of the summer four-day work week schedule.

The Independence Day holiday will be celebrated on Monday, July 4, 2016. **During that week, staff work four regular seven-hour days on Tuesday, Wednesday, Thursday and Friday.**

Staff members in non-teaching titles (except Security and Boiler Plant staff) will have the option of working an extended day to enable them to complete their normal weekly hours in the four-day period that the College will be open or they may choose to continue to work their normal summer schedule and have Fridays charged to their annual leave balance. All work schedules must be approved and will continue in effect for the entire period.

Eligible staff members are to be offered the following schedule options:

If normal summer work week is: Schedule day under a four-day week

35 hours (air conditioned offices) Option 1 - regular unextended Schedule

(8 ¾ hour work day for four days) Option 2 - 8-5:30 (with 45 minute lunch)

 Option 3 - 8-5:15 (with 30 minute lunch)

30 hours (non-air conditioned offices) Option 1 - regular unextended schedule

(**\*\***7 ½ hour work day for four days) Option 2 - 8-4:15 (with 45 minute lunch)

Option 3 - 8-4:00 (with 30 minute lunch)

**(Exception: Separate guidelines will be issued for Buildings and Grounds staff).**

**\*\***Only for eligible staff members in non-air conditioned offices during the weeks that summer hours will be in effect.

If for any reason the above schedules create a hardship, consideration will be given to reasonable alternate schedules between the hours of 8:00 a.m. and 5:30 p.m. (Or later for offices that are open late to provide services to evening students.)

Thirty minute (30) lunch periods will be strictly adhered to and should be scheduled only in those instances in which they do not interfere with departmental operations. Under the State Labor Law, a minimum of a 30 minute lunch period must be provided; therefore, under **no circumstances** may an employee be permitted to further shorten the work day by not taking a lunch break. Employees who do not elect extended hours must work their normal summer schedules incorporating an hour lunch period.

For individuals working extended schedules, one and one-quarter (1¼) days will be charged to leave balances for each day taken off during the period of the four-day week.

After meeting with your staff, please indicate on the attached form which option you are recommending for each member of your department. All full-time staff in non-teaching titles should be listed. Please prepare **separate** schedules for instructional staff members and administrative staff. Please attach any requests for alternate schedules to the form with appropriate justification.

Completed schedules should be forwarded to the appropriate Division Head by **May 13, 2016**. The schedules will then be forwarded to the Office of Human Resources by **May 20, 2016**. Recommended work schedules will be reviewed and finalized by **June 3, 2016**. If any adjustments are necessary because of security or other considerations, you will be notified.

The success of the four-day work week continues to depend on everyone’s adherence to approved work schedules. Your cooperation in stressing the importance of this in communications with your staff and in developing and monitoring realistic work schedules will contribute greatly to the College’s ability to function smoothly during the summer period.

Should you require further information, do not hesitate to call 718-960-8181.

**RECOMMENDED WORK SCHEDULES**

**June 20th through August 4th, 2016**

Name of Department \_ \_

 Non- Instructional Instructional Staff

(Please use separate page for each group)

Option 1: Regular unextended work schedule (Fridays charged to annual leave)

Option 2: \*Extended schedule with 45 minute lunch period

 8:00-5:30 (for 35 hours a week in air conditioned offices)

 Or 8:00-4:15 (for 30 hours a week in non-air conditioned offices)

Option 3: \*Extended Schedule with 30 minute lunch period

 8:00-5:15 (for 35 hours a week in air conditioned offices)

 Or 8:00-4:00 (for 30 hours a week in non-air conditioned offices)

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| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Regular Summer work hours per week, e.g. 35,30, etc.** | **Requested Option****\*1, 2, or 3** | **Schedule of Vacation Periods** |
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 Approved by: \_ \_

Department Head/Chair

\*If Departmental operations or individual hardship necessitate alternate schedules, please attach memo with requested schedule and justification.