



**MEMORANDUM**

To: Campus Community

From: Dr. Winston Soboyejo, President

Date: April 1, 2024

Subject: Summer Work Hours and Alternative Work Schedule

**SUMMER HOURS: May 13 – August 9, 2024**

SUNY Poly will implement a summer work schedule (8:00 a.m. - 4:00 p.m., with a half-hour lunch) on Monday, May 13, 2024, and will end on Friday, August 9, 2024 (schedule may vary in operational units). The seasonal change in hours does not alter any employee's duties or obligations as may be contained in any law or negotiated agreements. If you have any questions, please consult your supervisor.

**ALTERNATIVE WORK SCHEDULE: May 16 – August 7, 2024**

SUNY Poly will also initiate an "alternative work schedule" from Thursday, May 16, 2024, through Wednesday, August 7, 2024. Employees will be permitted to "compress" the five-workday workweek into four and one-half workdays per week. Employees utilizing this option will be required to work the "core hours" of 8:00 a.m. to 4:00 p.m. with a half-hour for lunch on Monday through Thursday and 8:00 a.m. to noon on Friday with no lunch break (schedule may vary in operational units). The balance of the work week is to be arranged with each supervisor using "flex time" or a charge to your accruals with supervisory approval.

During the "alternative work schedule" period, both employees who are working remotely and in-person on campus are eligible to participate. It is expected that each office and operational unit will be staffed by at least one employee in person and potentially more depending on business and operational needs during the "core hours" of 8:00 a.m. to 4:00 p.m. Monday through Friday.

To participate in a compressed work week, the department supervisor must maintain documentation of the following for each employee:

- A schedule of when the hours will be worked by the employee on days Mon-Thurs to include extra hours to make up for Friday afternoon. If classified staff, Thursday to Wednesday is the work week within which to make up time (see chart below).
- A schedule of using vacation accruals on Friday afternoon.
- If a variation of accruals and flex time, a schedule that sets forth the hours made up and accruals used.
- Submit the attached Alternative Work Schedule (2024) to Human Resources if the employee is participating in the program (see attached).



During the next two weeks, each department/unit will be developing an appropriate work schedule with their employees. Employees who are unable to participate in this program, or who have special circumstances which affect their participation in the program, should discuss this matter with their immediate supervisors. The supervisor should contact the Office of Human Resources as soon as possible to review options.

**Example schedule:**

Professional Employee Name	Summer Schedule Monday - Thursday	Hours worked to make up for Friday afternoon Monday through Thursday	Using Accruals for Friday afternoon	Covering the office on Friday afternoon	Notes
Sally Wild Cat	8am to 4pm ( 1/2 hour lunch)	Mon 4pm to 6pm and Wednesday 7am to 8am and 4pm to 5pm	no	June 10, June 24, July 22, July 29	Sally is requesting a week of vacation the first week of August so would not be available to cover the office
Walter Wild Cat	8am to 4pm ( 1/2 hour lunch)	Mon-Thurs 4pm to 5pm	no	June 3, June 17, August 5	Walter is requesting a week of vacation starting on July 3rd and then again on the 3rd week in July
Wallace Wild Cat	8am to 4pm ( 1/2 hour lunch)	no	yes 4 hours	June 17, July 8, July 15	No vacation request at this time
Classified Employee Name	Summer Schedule	Hours worked to make up Friday afternoon	Using Accruals for Friday afternoon	Coverage for Friday afternoon in the office/operational unit	Notes
Whitney Wild Cat ASU Classified	8am to 4pm ( 1/2 hour lunch)	Each payroll week runs Thurs-Wed, the employee works 7am-8am on Thurs, Mon and Tues and 7:15-8 on Wed	no	June 10, June 24, July 22, July 29	ASU staff work 37.5 hours per week so the employee works 1 additional hour on Thurs, Mon and Tues and .75 additional time on Wed to make up for the half day on Friday
William Wild Cat OSU Classified	8am to 2:30pm ( 1/2 hour lunch)	Each payroll week runs Thurs-Wed, the employee works 5am-6am on Thurs, Mon, Tues and Wed	no	June 10, June 24, July 22, July 29	OSU staff work 40 hours per week so the employee works 1 additional hour on Thurs, Mon, Tues and Wed to make up for the half day on Friday

An intangible benefit of a four and one-half day work week is to enhance work-life balance for all employees. Summer hours and a compressed work week are provided at the sole discretion of management based on the business and operational needs of Poly. Essential staff to accommodate event operation will need to work with their immediate supervisors to ensure appropriate staffing and coverage accordingly and at management discretion can deny or approve the coverage plan.

We hope you will take some time off for yourselves during the quieter summer months so that we can re-energize before our upcoming exciting Fall semester.

All my best for a happy, healthy safe summer season!