



WILLIAM PATERSON UNIVERSITY

Office of the Vice President for Human Resources

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TO: The William Paterson University Community

FROM: Allison Boucher-Jarvis, Vice President for Human Resources

DATE: March 20, 2023

RE: **FOLLOW-UP TO PRESIDENT'S ANNOUNCEMENT RE FOUR-DAY WORKWEEK AND HYBRID WORK SCHEDULE SUMMER 2023**

I am writing to provide additional information regarding the President's communication concerning the summer 2023 four-day workweek.

The four-day summer workweek will start on **Monday, May 22 and end on Friday, August 11, 2023**. The first Friday off for the summer 2023 will be May 26th and the last on August 11th. The *extended workday* schedule will apply for nine of the twelve summer schedule weeks. The schedule will revert to a *regular workday* schedule during the weeks of May 29, June 12, and July 3, which contain the Memorial Day (May 29), Juneteenth (June 16) and Independence Day (July 4) holidays, respectively.

Summer Hybrid Work Schedule details:

- Employees whose schedules currently include remote work may request an additional remote working day provided they are on-campus Wednesday of each week.
- Approval for additional remote day(s) is contingent upon a determination by the manager that such change is operationally feasible.
- Managers and employees should continue to maintain remote workplace expectations. These include establishing an appropriate distraction free work environment, having sufficient Wi-Fi, and being able to receive in-office telephone calls via computer. Employees should be on camera during virtual meetings and maintain a professional demeanor and attire.
- It is expected that managers will aim to provide 72-hour notice of any schedule changes and employees will do their best to give managers at least 24-hour notice when requesting changes to their Monday, Tuesday, or Thursday schedules.

Consistent with previous years, the summer four-day workweek will be guided by the following:

- Most departments will observe the four-day workweek, but there may be some exceptions. Participation or non-participation by the Physical Plant Operations department will be predicated on the ability to satisfy day-to-day operational needs.

- University Police will continue to work their normal hours.
- For the duration of the four-day workweek schedule:
 - a. Generally, thirty-five hour fixed workweek employees' hours of work will be 8:00 a.m. - 5:15 p.m. with two scheduled 12-minute breaks, one in the morning and one in the afternoon. One fifteen-minute break will be scheduled in conjunction with a 30-minute lunch period and can only be used in conjunction with the lunch period. Employees will not be permitted to take any of the 12-minute breaks at the beginning or end of a workday;
 - b. Generally, forty-hour fixed workweek employees will work 10 hour schedules to be arranged by their supervisor. Breaks and lunches will also be arranged by their supervisors;
 - c. Minimally, the workweek for higher education managers, professional staff and librarians will be 8 ³/₄ hours per day, four days per week;
 - d. In all instances, supervisors shall seek to afford maximum flexibility without diminishing service levels.

During the workweeks of May 29 through June 2, June 12 through June 16, and July 3 through July 7, normal workday hours will resume due to Memorial Day, Juneteenth, and 4th of July holidays.

- Offices providing access to services beyond those standard hours of operation will have schedules arranged by their supervisor.
- Timesheets will continue to be submitted on a bi-weekly basis.
- Employees who are absent from work on any full day will be charged at the appropriate hours for their workweek.
- Employees covered by the CWA bargaining unit agreements who wish to charge Administrative Leave (ADL), may do so only in increments of one-half or one day in accordance with the employee's work week. If ADL is taken for an entire work day, additional earned time must be charged to cover the extended hours of the four-day workweek.
- If approved, vacation may be charged in increments of 15 minutes. Approved voluntary furloughs may be taken in increments as small as one (1) hour.

If you have any questions regarding the summer schedule, please contact Human Resources at humanresources@wpunj.edu. All questions related to available accrued time balances should be directed to Employee Benefits at employeebenefits@wpunj.edu.