To: Baruch College Community

From: Elizabeth Robinson, Director of Human Resources

Re: Four-Day Summer Workweek

The University will be scheduling the four-day summer workweek during the period of Monday, June 28 through Friday, August 13, 2010. The Independence Day holiday will be celebrated on Monday, July 5 and during that week the staff shall work the four regular unextended seven-hour days on Tuesday, Wednesday, Thursday and Friday.

As has been the practice in past years, the Building and Grounds staff, including Custodial and 220 (skilled trades) staff members, and Public Safety Staff, will follow their regular five-day schedules during the summer.

The 35-hour workweek will be consolidated into four days, Monday through Thursday. Staff members may follow one of the work schedules listed below. A day of annual or sick leave used during this period will be charged as 1 day and 1 ¾ hours. Individuals wishing to work their regular hours may continue to so, but will be charged 1 day of annual leave on each of the six Fridays.

35-Hour Schedules

8:00am – 5:30pm
8:30am – 6:00pm
9:00am – 6:30pm

(all schedules allow for a 45 minute lunch)

Staff members in each department who work a 35 hour week should choose one of the schedules listed and complete the attached form. The schedule your supervisor approves will reflect the needs of the office. Please complete the form and return to the Office of Human Resources, Box D-0202, by May 21.

Any deviation from these schedules will require the prior approval of the staff member’s immediate supervisor and the Office of Human Resources. Supervisors are responsible for ensuring that employees adhere to the hours of the altered schedule. If working a four day schedule creates a hardship for an employee it should be discussed with me to determine whether an accommodation is possible.

Attachment
**Instruction**

**Instructions:** Choose one daily schedule with a 45-minute lunch period. Schedules: 8:00 a.m. – 5:30 p.m., 8:30 a.m. – 6:00 p.m., and 9:00 a.m. – 6:30 p.m. Staff members with no change in schedule will charge Friday to accrued annual leave and retain a one-hour lunch. Use a separate page for each employee group.

**Employee Group** (Check one)

- [ ] Instructional Staff (Non-Teaching)
- [ ] Non-Instructional Staff

Department

<table>
<thead>
<tr>
<th>Employee Name/Signature</th>
<th>Title</th>
<th>Work Schedule</th>
</tr>
</thead>
</table>

Supervisor’s Signature ____________________________ Date __________

An employee for whom a revised work schedule creates a hardship may review the matter first with his/her immediate supervisor and if required, with Elizabeth Robinson, Director of the Office of Human Resources to determine whether an accommodation would be feasible.

*(Please return this form to the Office of Human Resources, Box D-0202, or Human_Resources@baruch.cuny.edu, by Friday May 21, 2010).*