4-Day Work Week

Frequently Asked Questions

What is the summer 4-Day Work Week?
It is a Board-approved cost-savings initiative that modifies the summer work week to four (4) days to conserve utility and personnel overtime costs. The organization will operate on a 4-day workweek beginning the week of May 28, 2018 and ending the week of July 23, 2018, with the last Friday closure being July 27, 2018.

When does it begin and end?
The modified work schedule will begin the week of May 28, 2018 and end the week of July 23, 2018. There are a total of nine (9) Friday closures:

<table>
<thead>
<tr>
<th>June 1, 2018</th>
<th>June 8, 2018</th>
<th>June 15, 2018</th>
<th>June 22 2018</th>
<th>June 29, 2018</th>
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<tbody>
<tr>
<td>July 6, 2018</td>
<td>July 13, 2018</td>
<td>July 20, 2018</td>
<td>July 27, 2018</td>
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Does this apply to everyone?
The work schedule applies to almost all employees. There are certain programs, work units or departments which may continue to work on a five day schedule based upon commitments already in place. Supervisors are charged with informing employees if they remain on a five day work week.

How will the 4-day work week schedule affect my work hours?
The organization will operate on a 4-day workweek beginning the week of May 28, 2018 and ending on the week of July 23, 2018, with the last Friday closure being July 27, 2018. To meet this schedule, employees will be assigned 10-hour shifts each work day. Department supervision is responsible for assignment of specific work hours, while ensuring that the business operations are met. Supervisors are strongly encouraged to exercise reasonable and flexible discretion when preparing and assigning schedules for their employees.

What are the Alamo Colleges’ hours of operation during the 4-day work week?
Although work hours for employees may range from 7:00 a.m. to 7:00 p.m. to fulfill 10-hour work day requirements, normal service hours will remain in place (including departments and programs that provide extended service hours).

How will summer scheduling affect my lunch and break periods?
Summer scheduling will have minimal affect on lunch and break periods. Lunch breaks can be taken in 30 or 60 minute periods. The employee should gain approval from the supervisor if a certain lunch break is requested.
What are the dress/attire expectations during the summer 4-day work week?
As in past years, non-uniformed personnel may wear casual attire, provided the clothing conveys a professional appearance that is appropriate for a business environment. As needed, departments may require staff to modify their attire to business or business casual.

How will vacation/sick/personal leave be requested and deducted during the 4 day work week?
All leave will be requested and deducted according to the number of hours requested absent from work. For example: If you are working 10-hour days, and you take two vacation leave days, 20 hours (not 16 hours) of vacation leave will be deducted from your leave balance.

What about bereavement leave, and absences due to civic duty?
Absences due to bereavement and civic leave will also be paid according to the number of hours absent from work. Thus, missing an entire day will result in 10 hours of bereavement or civic leave being used.

If I have personal issues that will prevent me from working 10 hour days for a reasonable period of time, what should I do?
Speak with your supervisor to discuss options; perhaps a temporary change in schedule can be arranged. As long as you work the 40 hours per week, your daily schedule may be adjusted to balance your personal needs with business requirements.

Can I request vacation leave or personal leave to complete the 10 hour day during the 4 day work week timeframe?
Supervisors are highly encouraged to be flexible with employee’s specific needs and circumstances. It is acceptable for supervisors and employees to work flexible schedules through a combination of work hours and vacation/personal leave as long as the needs of the organization are met and the supervisor approves.

What if I need a flexible schedule but do not have enough paid leave to cover this special circumstance?
Although this should not affect the majority of employees, unpaid leave options will need to be considered as per the Alamo Colleges D.5.3.1 (Procedure) Holidays, Leaves and Absences.

Can I work on Friday to make up any hours or days missed during the week?
This will not be an option during the 4-day work week due to building closures on affected Fridays.
Can I use sick leave to make up time not worked during the week?
Sick leave can be used, but only for legitimate health-related reasons per Alamo Colleges’ policy and procedure. Otherwise, you must use either vacation or personal leave days.

How will this schedule affect temporary/non-benefitted employees?
The only effect the modified summer work schedule will have is that the work must be accomplished from Monday through Thursday. Some shifting of work schedules may be necessary.

How will the July 4th holiday be handled during this schedule?
For this week only, in observance of Independence Day, we will be off Wednesday, July 4, 2018. This holiday will be paid as a full 10-hour day. Operating hours on Monday, Tuesday, and Thursday of that week will be the summer 4-day workweek schedule.

What if my immediate supervisor and I cannot agree on a workable schedule?
Employees must use their supervisory chain of command up to the president or vice-chancellor as needed to resolve scheduling arrangements.

Who can I contact for more information or assistance?
Your college’s HR Partner is available to assist you. Please feel free to contact them using the information provided online by clicking here.