



LETTER OF AGREEMENT # 123

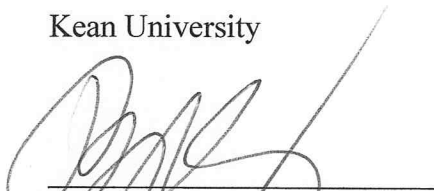
Four-Day Week for the Summer of 2011

The Kean University Administration and the Kean University Federation of Teachers have agreed that in terms of the four-day work week for the Summer of 2011,

The programs will be in effect for a period of 10 weeks beginning Monday, May 16th and ending Friday August 5th. For the week of May 30th to June 03rd and the week of July 04th to July 8th, all employees will work normal hours and will resume summer hours the following week. The Office of Facilities and Campus Planning will operate five days a week.


This letter of Agreement Four-Day Week for the summer of 2011 will expire on August 5th, 2011.

Kean University



Philip Connelly
Executive Vice President

Kean University Federation
Of Teachers

 4-5-11

Charles P. Kelly



#123

KEAN UNIVERSITY Four-Day Workweek

President Dawood Farahi has approved the proposed plan and schedule for a four-day work week during the summer of 2011. The Office of Facilities, Campus Planning and facility personnel including the maintenance, trades and grounds assigned to Residence Life and the University Center will continue the normal working hours under the regular five day per week schedule. The One-Stop Service Center will operate five days a week; however, employees within this section will have their work schedule adjusted accordingly to maintain coverage.

The program will be in effect for a period of 10 weeks beginning Monday, May 16th and ending Friday, August 5th.

Note: For the week of May 30st to June 3rd, all employees will work normal hours from Tuesday through Friday. Monday May 30st is observed as the Memorial Day Holiday. Summer hours will resume the following week.

Note: For the week of July 4th to July 8th, all employees will work normal hours from Tuesday through Friday. Monday July 4th is observed as the Independence Day Holiday. Summer hours will resume the following week.

The normal five day work week will resume on Monday, August 8th.

The four-day work week will have the complementary benefit of reducing employee commuting expenses.

Employees who presently work 35 hours a week, 7 hours per day, will be expected to work 8 3/4 hours per day, Monday through Thursday. The hours for 35-hour employees will be from 8:15 a.m. to 5:30 p.m. Employees on the day shift who presently work 40 hours a week, 8 hours per day, will be expected to work 10 hours per day, from 7 a.m. to 5:30 p.m. Employees assigned to other shifts will work the required number of extended hours and their work day will be adjusted accordingly.

Employees who are absent during this period will be charged the appropriate number of extended hours (8 3/4 hours for 35-hour per week employees and 10 hours for 40-hour employees) taken as vacation time, earned leave or utilized sick leave.

Employees with no limit on their working hours will work the extended hours during the four-day work week necessary to complete the work and/or meet the hours which are normal to the standard five-day work week.

The break periods for 35-hour employees will be reduced from 15 to 10 minutes in the morning and afternoon. The total lunch period will be 45 minutes.

University offices must be in operation from 8:30 a.m. to 5:30 p.m.

Questions should be directed to the Office of Human Resources at 7-3300.