



**LETTER OF AGREEMENT # 127**


**Four-Day Week for the Summer of 2012**

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 2012.

The programs will be in effect for a period of 12 weeks beginning Monday, May 21<sup>st</sup> and ending Friday August 10<sup>th</sup>. For the week of May 28<sup>th</sup> to June 01<sup>st</sup> and the week of July 02<sup>nd</sup> to July 6<sup>th</sup>, all employees will work extended summer hours (7:45 am to 5:30 pm). The normal summer hours will resume on 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 2012 will expire on August 10th, 2012.

Kean University

  
Philip Connelly  
Executive Vice President

Kean University Federation  
Of Teachers

 3-12-12  
Charles P. Kelly



# KEANE UNIVERSITY

## Four-Day Workweek

President Dawood Farahi has approved the proposed plan and schedule for a four-day work week during the summer of 2012. The Office of Facilities and Campus Planning and facility personnel including maintenance, trades and grounds workers assigned to Residential Student Services and the University Center will continue to operate under normal working hours with a regular five day per week schedule. The One-Stop Service Center will operate five days per 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 12 weeks beginning Monday, May 21<sup>st</sup> and ending Friday, August 10<sup>th</sup>. The normal five day work week will resume on Monday, August 13<sup>th</sup>.**

**Note: For the week of May 28<sup>th</sup> to June 1<sup>st</sup>, all employees will work extended summer hours from Tuesday through Thursday. Summer hours for this week will be from 7:45 a.m. to 5:30 p.m. Monday May 28<sup>th</sup> is observed as the Memorial Day Holiday.**

**Note: For the week of July 2<sup>nd</sup> to July 6<sup>th</sup>, all employees will work extended summer hours on Monday, Tuesday and Thursday. Summer hours for this week will be from 7:45 a.m. to 5:30 p.m. Wednesday July 4<sup>th</sup> is observed as the Independence Day Holiday.**

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  $\frac{3}{4}$  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 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 8:15 a.m. to 5:30 p.m.

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