MEMORANDUM

To: All Supervisors

From: Elma Benavides

Date: June 23, 2014

Re: Q&A on the Summer Friday Off (SFO) Program

The SFO program begins again next week, so I've prepared the following Q&A to address issues which may arise with employees in your departments. The program went very smoothly again last year, and only a handful of employees ended-up having to take alternative days off. SFO days include July 3rd, 11th, 18th, 25th (NOTE: July 3rd, a Thursday, was approved by Senior Staff as an alternative date for the first SFO day).

Q: Will employees be required to "make-up" the holiday hours by working longer hours on Monday through Thursday?
A: No. The four additional "days off" are, in fact, University-paid days off being provided to employees this summer.

Q: Can an employee "bank" the four extra "days off" and apply them to a different time period, say, nearer to the end of the calendar year?
A: No. The four "days off" should be taken during the SFO time period (July 1st through August 1st). A majority of employees should be able to take the four Friday holidays as designated; however, there may be a few circumstances when employees will have to work on one or more of the Friday holidays. If this occurs, the employee should be provided with an alternative day off.

Q: If an employee does have to take an alternative day off, is there a time limit for taking that day(s)?
A: Technically, the end of the calendar year; however, all effort should be made to give the alternative day(s) as soon as possible, and preferably during the summer months.

Q: Can an employee take all four "days off" at one time?
A: No.

Q: If an employee ends-up having to work on one or more of the "days off," can they opt to receive "holiday pay" (as described in the Staff Handbook) instead of taking an alternative day?
A: No. As stated in the communication memo, the Staff Handbook overtime policies will not apply to this program and exceptions to it will require Senior Staff review and approval. Remember, one of the main objectives of this program is to reduce the number

of times employees have to drive to work each week so that they can reduce their gas expenses.

Q: When bi-weekly paid employees complete their time sheets, how should they reflect the SFO holidays?
A: In the column where they normally reflect vacation, holiday, or sick time, they should reflect, "SFO – 8" to indicate that day as one of the "days off" under this program.

Q: When monthly-paid employees complete their time sheets, how should they reflect the SFO holidays?
A: On each of the Fridays, they should write, "SFO – 8" to indicate that day as one of the "days off" under this program.

Q: If an employee is out on a medical leave, like FMLA, will he/she receive these "days off," too?
A: Yes. The employee should indicate the "days off" in the same way as other employees on their time sheet. This may require some coordination with their supervisor or with the Payroll department so that the "days off" hours can be used instead of the employee's sick leave or vacation leave for those days.

Q: If an employee is on a flextime schedule and is normally off on Mondays and wants to remain off on Mondays, can that employee work 32 hours on Tuesday through Thursday, and then take Friday as an 8-hour "day off?"
A: If this schedule works for the department, it can be done – though it sure makes Tuesday through Thursday very long days! I would not recommend it. Ultimately, though, it is at the supervisor's discretion based on what is reasonable for all the employees in the department and for getting the work done.

Q: Since the Fall Semester classes don't start until August 25th, why aren't a couple more of the Fridays in August included in this program?
A: Most departments are "gearing-up" for the Fall Semester no later than the first week in August, (parent orientation, fall faculty conference, matriculation, etc.) and most even earlier than that.

Q: The Spring Semester ended early in May – why wasn't this program started on June 1st instead of July 1st?
A: Many departments remain very busy through June, which is the end of the fiscal year for the University.

Q: If an employee wants to apply for the $300.00 loan, will he/she have to disclose what the loan is going to be used for?
A: No.

Q: If an employee wants to apply for the $300.00 loan, will the University conduct credit checks?
A: No.

Q: If an employee wants to apply for the $300.00 loan, will he/she have to justify the need for it?
A: No.

Q: If an employee wants to apply for the $300 loan, what is the process?
A: The employee should contact the Human Resources department and request the loan application documents. Once the application is completed, it will be processed and the employee should receive their check in approximately one week (on a Thursday).

Q: If an employee applies for and receives the $300.00 loan, but then separates employment prior to the end of the year – what happens to the remaining amount owed?
A: The loan document states that the balance due will be deducted from the employee's final paycheck, but that if there is not enough pay to cover the balance, the employee will have to pay-off the remaining balance in "immediately available" funds (for example, a cashier's check, money order, or cash).

Q: What happens if an employee has to be called-in to handle an emergency situation during the SFO time period?
A: The University's regular holiday and emergency contact systems need to remain in place and Senior Staff and supervisors need to be reachable if necessary. There may be a need for certain departments to maintain a skeletal crew.

Q: What happens to temporary employees who were hired to work full-time during the summer months?
A: If it is possible to rearrange their schedules to add hours on Monday through Thursday, this should be done. However, these temporary employees may end-up working fewer hours.

Q: What happens to student workers who normally work on Fridays?
A: Similar to temporary workers, if it is possible to rearrange their schedules to add hours on Monday through Thursday, this should be done. However, student workers may end-up working fewer hours.

Q: The first year, this was a "pilot" program – now that this is the seventh year, is it being considered a regular "benefit" of the University?
A: Technically, no. The Senior Staff will continue to consider it each year. It has worked very well in the past, and we expect that it will again be both well-received and will help with utility expenses.

If you have other questions, please contact the Human Resources department at Ext. 1435.