

MEMORANDUM

To: All Supervisors

From: Elma Benavides

Date: April 6, 2017

Re: Q&A on the REVISED Summer Fun-Days Off (SFO) and Summer Loan Program

This past November, Craig Erwin, Vice President for Finance and Administration, announced changes to the Summer Fridays Off Program (now the Summer Fun-days Off Program). The changes were precipitated by the University's decision to keep the University open and operational from Monday through Friday throughout the calendar year. This decision was based, in part, on increased summer conference activity, the inability of some staff members to take advantage of the SFO Program during the month of July, and the desire to provide all regular University services without interruption. Ultimately, the goal was to continue to provide the SFO program, to expand the time period during which staff members could use their "days off" and expand the total number of staff members who are able to participate in the program.

The chart below highlights the main provisions of the prior and new SFO program:

Prior SFO Program	New SFO Program
Fridays off in July as designated by SU	Employee self-selects allotted days off during the 90-day SFO period (mid-May through Mid-August) with supervisor approval
Only benefit-eligible staff members who are regularly scheduled to work during the month of July are eligible for the SFO program.	All benefit-eligible staff members are eligible to receive a minimum of 1 8-hour day and up to 4 8-hour days based on their position's appointment period (see formula in the Program Overview). Note: number of hours per day will be pro-rated for benefit-eligible staff members who normally work less than 40-hours per week (see Q&A). Eligibility for the program is based on completing 90-days of employment in a benefit-eligible position <u>prior</u> to the start of that years' SFO period.
SU offers interest-free loan of up to \$300 during the month of July	SU offers interest-free loan of up to \$300 during the 90-day SFO period
Cannot "bank" SFO days to use all at once – may only use them one day at a time	Cannot "bank" SFO days to use all at once – may only use them one day at a time
"Use it or lose it" – SFO time does not accrue or carry-forward	"Use it or lose it" – SFO time does not accrue or carry-forward

The full Program Overview can be found on the Human Resources website under [Forms, Handbooks, and Policies](#).

Due to the changes to the SFO program, I am sending these Q&A's earlier than usual in case supervisors have any questions or need assistance in any way.

For the summer of 2017, the SFO program will officially begin on May 15, 2017 and end on August 11, 2017.

For your quick reference, this is an excerpt from the message that will be placed in Campus Notices in early May, 2017:

In the summer of 2008, the University began a "pilot" program to close the University on Fridays in July. The cost of energy had spiked during this time, and the main goal of the Summer Fridays Off Program (SFO) was to lower employee commuting expenses while also lowering the University's utility expenses. The SFO also included a 'Summer Loan' of up to \$300.00 for benefit-eligible faculty and staff. Not surprisingly, the pilot SFO program was very popular, and has been repeated each July since 2008. In November of 2016, changes were made to the SFO program primarily due to the University's decision to remain open and operational from Monday through Friday throughout the calendar year. The SFO Program Overview can be found on the Human Resources website under [Forms, Handbooks, and Policies](#).

Q: How do I know how many SFO days my staff members are eligible to receive?

A: The "formula" described in the Program Overview states that every benefit-eligible staff member starts with one (1) 8-hour SFO day, and then one (1) added 8-hour SFO day for each of the three summer months (defined below) for a total of up to four (4) days maximum pro-rated based on the position's regular appointment period as follows:

- 12-month employees = 1 + 3 = 4 days
- 11-month employees = 1 + 2 = 3 days
- 10-month employees = 1 + 1 = 2 days
- 9-month or less employees = 1 day

If you need clarification on the appointment periods for your staff members, please contact the HR office. Please also keep in mind, that staff members who work fewer than 40-hours per week will receive a corresponding pro-rated number of hours for each SFO day (for example, for employees working 30-hours per week, each of their SFO days would be 6 hours instead of 8 hours).

Q: For monthly-paid employees, is "appointment period" the same as the number of months an employee receives a paycheck?

A: Not necessarily. Monthly-paid employees who have less than 12-month appointments may choose to receive their pay over 12-months. This means that their appointment period may not match their selected remuneration schedule. If you need clarification, please contact the HR office.

Q: I have a new employee that will not complete their 90 day probationary period until, for instance, July 1. Do they qualify for partial SFO days?

A: No, if the employee does not complete their 90 day initial evaluation period prior to the start of the SFO period, they are not eligible to participate this year. They will be eligible to participate the following year.

Q: How will my staff members select and schedule their allotted SFO days?

A: You should request that each staff member provide you with a list of the SFO days they would like to take between May 15, 2017 and August 11, 2017. You will then review all of the requests and approve. If there are conflicts, you should discuss them with the affected employees to try and select a different day(s).

Q: Can an employee take all of their selected SFO days off at one time?

A: No. As with the Summer Fridays Off, the employee can schedule one SFO day per week.

Q: Can an employee request a Friday of one week and a Monday of the next week?

A: Yes, however it must be approved by the supervisor.

Q: Can an employee take part of an SFO day?

A: No. Employees must take a full SFO day.

Q: What about my part-time employees that only work half days?

A: Part-time employees who work fewer than 30 hours per week and are not benefit-eligible, do not participate in the SFO program.

Q: How do I keep track of the SFO days taken?

A: You should keep the list of approved SFO days for all of your staff members, then mark off SFO days taken throughout the SFO period and ensure that the time sheet (for bi-weekly-paid employees) or the leave report (for monthly-paid employees) accurately reflects the SFO days.

Q: What if one of my employees asks to change one (or more) of their SFO days?

A: If their request to change the date(s) of SFO days does not conflict with other employee's approved requests, you have the flexibility to approve a change.

Q: Will employees be required to "make-up" the SFO hours by working longer hours on other days of the work week?

A: No. The additional "days off" are, in fact, University-paid days off being provided to employees.

Q: Can an employee "bank" the SFO "days off" and apply them to a different time period, say, nearer to the end of the calendar year?

A: No. The SFO "days off" should be taken during the SFO period (May 15, 2017 through August 11, 2017). A majority of employees should be able to take the SFO days during the SFO period; however, there may be a few rare circumstances when employees will not be able to use one or more of their selected SFO days due to work-related or personal-related projects/issues. If this occurs, you should attempt to arrange for them to take an alternative day off during the SFO period (or as close to it as possible). With the expanded SFO period under the revised program, this situation should be exceedingly rare.

Q: If an employee ends-up having to work on one or more of their selected “days off,” can they opt to receive “holiday pay” (as described in the Staff Handbook) instead of taking an alternative day?

A: No. The Staff Handbook overtime policies do not apply to the SFO program. Any exceptions to it will require President’s Staff review and approval.

Q: When bi-weekly paid employees complete their time sheets, how should they reflect the SFO days?

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 leave reports, how should they reflect the SFO holidays?

A: On each of the SFO days, 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 office 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: 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: A loan application can be requested from the Human Resources department or found on the HR website. The employee will complete the application and turn it in to the Human Resources office.

Loan documentation will be created and the employee will be contacted to sign the documents. Please allow two weeks processing time for payment from the time the signed documents are received by the Human Resources department.

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 one (or more) of their selected SFO days?

A: The University's regular holiday and emergency contact systems need to remain in place and President's Staff and supervisors need to be reachable if necessary. There may be a need for certain departments to maintain a skeleton crew. If an employee is called in on a day they designate as a SFO, they can reschedule that SFO day.

Q: What happens to temporary employees who were hired to work full-time during the summer months?

A: Now that the University will be open and operational from Monday through Friday throughout the summer months, temporary employee's schedules should not be affected. As temporary employees, they are not eligible for SFO days.

Q: What happens to student workers who work during the summer?

A: Similar to temporary workers, now that the University will be open and operational from Monday through Friday throughout the summer months, the student worker's schedule should not be affected.

Q: What happens to SFO requests for departments that restrict "vacation" during certain months or weeks during the summer?

A: The supervisor(s) within those departments will determine whether the restricted times will be changed. If not, then the employees in those departments will need to select SFO days in the other non-restricted days/months during the SFO period (May 17, 2017 through August 11, 2017). For example, if an entire department is restricted from taking vacation during the month of July due to the heavy workload during that month, employees would not be able to use SFO days during the month of July.

Q: The first year, this was a "pilot" program – now that this is the tenth year, is it being considered a regular "benefit" of the University?

A: Technically, no. The President's Staff will continue to consider it each year. It has worked very well in the past, and we expect that with the revisions to the program this year, it will continue to work well.

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