



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 4/21/09
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TO: The College Community

SUBJECT: Summer Office Hours 2009 and July 3, 2009

Office Hours May 11 through August 28, 2009

College office hours normally begin at 8:00 a.m. and end at 4:30 p.m. For the period May 11 through August 28, 2009, office hours will be temporarily adjusted to begin at 8:00 a.m. and end at 4:00 p.m.

Office Hours on Fridays the weeks of May 25 through August 21, 2009

As part of the College's energy savings initiative and in an effort to provide employees flexibility, the College will on a pilot-basis for the Syracuse campus, adjust office hours on Fridays to begin at 8:00 a.m. and end at 12:00 Noon, for the period May 25 through August 21, 2009. Employees will be allowed to work a compressed work week of 4 ½ days if they choose to participate. The balance of their work week will be arranged directly with their respective Unit Heads through a "flex schedule" and/or through appropriate use of leave accruals.

This change in office hours and/or employees' schedules does not alter any employees' duties and obligations as may be contained in any law, negotiated agreements and/or policies, and leave accrual and time reporting procedures otherwise remain unchanged. As usual, employees may charge appropriate leave accruals for absences (¼ day increments for professional staff; or ¼ hour increments for classified staff who work 37.5 or 40 hours per work week and take a minimum 30-minute lunch period).

As an alternative to leave accruals, Unit Heads may approve an early start time and/or later end time to the normal workday of employees (e.g. starting an hour early, staying an hour later, etc.). Unit Heads should consider minimum coverage for office hours as they determine the summer workday for each employee.

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The air-conditioning in most buildings will be cut back on Friday afternoons during this period, thereby generating energy savings. Employees who choose to work on Friday afternoons should be able to remain in their normal workplace. If employees are working alone or in small numbers, it is recommended that workplace safety practices be followed, such as locking office doors.

Office hours for remote campuses or facilities with summer programs will continue to be determined by the appropriate Unit and/or Program Heads. In addition, the President and Vice Presidents will determine directly with their Unit Heads if there are certain offices that should have staff on any Friday afternoon during this period due to their function or particular activity, as well as those areas which are considered essential to health and safety or are critical physical plant operations. University Police will be maintaining normal staffing levels.

Since the change in office hours is on a pilot-basis, its effectiveness will need to be continually assessed and may be discontinued if necessary.

Friday, July 3, 2009, and Saturday, July 4, 2009

Friday, July 3, 2009, is not a legal holiday. However, so that members of the College community may enjoy an extended holiday weekend, employees are encouraged to take leave on this day and supervisors are encouraged to approve leave requests. The absence for this day should be charged to appropriate leave accruals (vacation, personal leave, holiday compensatory credits, or compensatory time). Employees who do not have appropriate leave accruals must take leave without pay if they wish to take the day off. Office coverage is not required on July 3, 2009, unless deemed necessary by the appropriate Unit Head and/or Vice President.

As previously communicated in Administrative Update 2008-10 (<http://www.esf.edu/au/2008/08-10.pdf>), Saturday, July 4, 2009, is a legal holiday. Employees will be allowed to observe the holiday at a later time, subject to supervisory approval and consistent with operating needs. Classified employees should record this day as a regular holiday.

It is important to note that the July 4, 2009, holiday compensatory day cannot be used to cover absences on July 3, 2009, since it is actually earned a day later.

Return to Regular Office Hours

Return to regular office hours (8:00 a.m. - 4:30 p.m.) will resume on Monday, August 31, 2009.

Should you have any questions, please contact Human Resources at x6611.