



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 3/16/2020

TO: The College Community

VOL. 2020 NO. 1

SUBJECT: Summer Office Hours 2020– Syracuse Campus

Summer Office Hours May 11, through August 21, 2020

College office hours normally begin at 8:00 a.m. and end at 4:30 p.m. For the period May 11, through August 21, 2020, office hours will temporarily be adjusted to begin at 8:00 a.m. and end at 4:00 p.m. Regular office hours (8:00 a.m. to 4:30 p.m.) will resume on Monday, August 24, 2020. **Please note this 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.**

Compressed Work Week beginning May 21, through August 19, 2020

Office Coverage will be required for Regular office hours (8:00 a.m. to 4:00 p.m.) Monday through Friday.

Office Coverage: Office coverage can be made through a variety of arrangements, such as forwarding telephone calls or coordinating with other offices to receive in-person visitors. Unit heads should confer with their vice president and/or member of Executive Cabinet if they have questions about appropriate office coverage. The administrative leadership team should, in turn, work with supervisors to provide as much flexibility as possible for employees.

This change in 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.

Office hours for remote campuses will continue to be determined by the appropriate Unit and/or Program Heads. University Police will be maintaining normal staffing levels.

For those CSEA-represented employees who choose to participate in the *compressed* work week, the affected work week is Thursday through Wednesday. The first work week of the *compressed* schedule for these employees will be Thursday, May 21st through Wednesday, May 27th (note: any additional hours should not begin before Thursday, May 21st). The dates for the last work week of the *compressed* schedule will be Thursday, August 6th through Wednesday, August 19th (note: any additional hours should be concluded by Wednesday, August 19th). The payroll office will be monitoring only the total hours by work week for those employees who will be participating.

This change in office hours is for summer 2020 only, and its effectiveness will need to be continually assessed. The college reserves the right to change or discontinue the schedule in the future.

** Monday, May 25, Memorial Day - and Saturday, July 4, – Independence Day
See Administrative Update Vol. 2019 No. 5 - <http://www.esf.edu/au/pp.htm>.

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