



ADMINISTRATIVE UPDATE

FROM: Rebecca Hoda-Kearse
Executive People Officer

DATE: 4/17/2023

TO: The College Community

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SUBJECT: Work Scheduling Pilot Update and Summer Office Hours 2023– Syracuse Campus

Work Scheduling Pilot*

This pilot will remain in effect for Summer 2023 as an option for employees. The options remain as follows:

1. **Traditional:** On campus M-F (no end date)
2. **Remote Fridays:** On campus M-Th, Remote Fridays (Summer Pilot expires August 31, 2023)
3. **Alternate/Compressed Work Schedule (ACWS):** On campus 4 days per week, M-Th or Tu-Fr (Pilot expires August 31, 2023)
4. **SUNY Telecommuting:** Remote work is possible up to 5 out of 10 total days per pay period (current expiration date is June 30, 2023)

*For eligibility and process, please see the Faculty/Staff portal for guidelines.

Summer Office Hours May 15 through August 25, 2023

College office hours normally begin at 8:00 a.m. and end at 4:30 p.m. For the period May 15 through August 25, 2023, 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 28, 2023.

Please note this does not alter any employee's 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 18 through August 23, 2023

Office Coverage will be required for Regular office hours (8:00 a.m. to 4:00 p.m.) Monday through Thursday. Friday, option to reduce coverage starting at 12:00 p.m.

Friday Office Coverage after 12:00 p.m. for the Compressed Work Week: 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 supervisors and/or member of Executive Cabinet if they have questions about appropriate office coverage.

Executive Cabinet will work with supervisors to provide as much flexibility as possible for employees.

This change in employees' schedules does not alter any employee's 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 ($\frac{1}{4}$ day increments for professional staff; or $\frac{1}{4}$ 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 18, 2023 through Wednesday, May 24, 2023 (note: any additional hours should not begin before Thursday, May 18). The dates for the last work week of the *compressed* schedule will be Thursday, August 17 through Wednesday, August 23, 2023 (note: any additional hours should be concluded by Wednesday, August 23). The Payroll Office will be monitoring only the total hours by work week for those employees who will be participating.

The continuance of the Remote Friday and Compressed Schedule adopted in Fall 2022 is still a Pilot and is subject to change for Fall 2023 and beyond. In addition, the summer schedule change in office hours is for summer 2023 only, and its effectiveness will need to be continually assessed. The College reserves the right to change or discontinue all schedules in the future.

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