



ADMINISTRATIVE UPDATE

FROM: Ragan Squier
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DATE: 3/26/2026

TO: The College Community

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SUBJECT: Work Scheduling Pilot Update and Summer Office Hours 2026– Syracuse Campus

Work Scheduling Pilot*

This pilot will remain in effect for Summer 2026 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 21, 2026)
3. **Alternate/Compressed Work Schedule (ACWS):** On campus 4 days per week, M-Th or Tu-Fr (Pilot expires August 21, 2026)
4. **SUNY Telecommuting:** Remote work is possible up to 5 out of 10 total days per pay period (current expiration date is June 30, 2026)

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

Summer Office Hours: Monday, May 11, through Friday, August 21, 2026

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, 2026, 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, 2026.

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 Monday, May 11, through Friday, August 21, 2026

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.

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 14, through Wednesday, May 20, 2026 (note: any additional hours should not begin before Thursday, May 14). The dates for the last work week of the *compressed* schedule will be Thursday, August 13, through Wednesday, August 19, 2026 (note: any

additional hours should be concluded by Wednesday, August 19).

The Payroll Office will be monitoring only the total hours by work week for those employees who will be participating.

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 Leadership if they have questions about appropriate office coverage.

Executive Leadership should, in turn, 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 (1/4 day increments for professional staff; or 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.

The continuance of the Remote Friday and Compressed Schedule adopted in Fall 2022 is still a Pilot and is subject to change for Fall 2026 and beyond. In addition, the summer schedule change in office hours is for summer 2026 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.