

**Montclair State University
and
AFT Local 1904, AFL-CIO
Modified Work Schedule – Summer Season 2024**

1. All Professional Staff and Librarians who are assigned a 35-hour work week shall be eligible to work an extended day/four-day schedule for the weeks specified in the Appendix (attached) during the months of June, July and August (partial) 2024 (“Summer Work Schedule”). The Summer Work Schedule will not be followed during the weeks which include the July 4th Holiday and the Juneteenth Holiday, respectively. All personnel shall follow their normal work schedules during the aforementioned holiday weeks.
2. Provided that an employee meets the requirement of a 35-hour workweek, there will be two (2) options for work hours during this Summer Work Schedule period: (1) 8:00AM – 5:30PM; or (2) 7:30AM – 5:00PM. Both options include the forty-five (45) minute lunch break.
3. Each employee shall communicate their preferred Summer Work Schedule option to their supervisor and gain approval prior to the commencement of the Summer Work Schedule. The Supervisor will work with all affected employees in the unit to reach a mutually satisfactory schedule which meets the operational needs of the unit. The employee shall follow their preferred Summer Work Schedule option for the duration of the 2024 Summer cycle.
4. The Summer Work Schedule shall be Monday through Thursday. Exceptions to the Summer Work Schedule will be in effect where operational need requires such exceptions. Specific modifications will provide for staggering the schedule to be either Monday through Thursday, or Tuesday through Friday, or by other arrangement between management and the employee(s). Sprague Library is an unusual five-day per week schedule with coverage Monday through Thursday and Saturday. The schedule for Sprague Library will be developed in a manner consistent with past practice.
5. Sick leave, vacation days and personal days shall be charged at the rate of 1 ¼ days (8.75 hours), per day of absence for days taken during weeks in which the employee is working according to the summer work schedule.
6. All other terms and conditions contained within the Contract between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO shall remain in effect.
7. The Term of this Agreement shall be in effect Monday, June 3, 2024 through Friday, August 9, 2024.



Montclair State University – Carly Hamilton
AVP, Employee and Labor Relations

4/16/24

Date

A. David Trubatch

AFT Local 1904- David Trubatch
Vice-President for Negotiations

16 April 2024

Date

Appendix
2024 –Summer Work Schedule

Effective the Week(s) of:

June 3, 10, 24
July 8, 15, 22, 29
August 5

Regular Work Schedule:

June 17, 2024 – (Monday – Thursday) as Friday, June 21st is an observed Holiday (Juneteenth).

July 1, 2024 – (Monday – Wednesday; and Friday) as Thursday, July 4th is an observed Holiday (Independence Day).