

**Montclair State University
and
Local 1904 AFT/AFL-CIO**

**Modified Work Schedules for Professional Staff and Librarians
Summer Season – 2012**

1. All professional staff and librarians shall work an extended day/four-day workweek schedule in the weeks during the months of June, July, and August, 2012 as specified in Appendix I. The extended day schedule will not be followed during the week that includes the July 4 holiday. All personnel will follow usual work schedules during this week.
2. The summer workweek schedule shall be Monday through Thursday. In instances where an office/unit is to be open on a five-day per week schedule, each unit member shall arrange with his/her office director whether he/she will work extended hours Monday through Thursday or Tuesday through Friday, or whether he/she will work normal hours over the five days. Sprague Library has an unusual five-day per week schedule with coverage needed Monday-Thursday and Saturday. As in prior years, coverage in Sprague Library will be handled consistent with past practice.
3. Affected employees will meet the requirement of a 35-hour work week by working 8:00 a.m. – 5:30 p.m. In unusual circumstances an employee may present a legitimate request for a modification of this schedule while still maintaining the 35-hour work week to his/her supervisor for consideration and resolution.
4. Disagreements concerning arrangements for coverage for any work schedule shall be decided by the next highest level of supervision or, if necessary, by the President's designee in consultation with the union designee.
5. Sick leave and vacation days shall be charged at the rate of 1-1/4 days per day of absence for those on the standard four-day workweek schedule.
6. This agreement shall continue through August 30, 2012.



Local 1904 AFT/AFL-CIO

5/11/12

Date



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Date

Appendix I

Affected Fridays during the Extended Day/Four-Day Work Week 2012:

June 8, 15, 22, 29

July 13, 20, 27

August 3, 10, 17