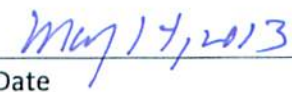


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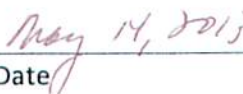
Modified Work Schedules for Professional Staff
Summer Season – 2013 – 2015

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 2013 – 2015 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 professional staff person 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 is 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 a 35-hour work week to his/her supervisor for consideration and resolution.
4. Disagreements concerning arrangements for coverage for any five-day schedule shall be decided by the next highest level of supervision or, if necessary, by the President's designee in consultation with the Union's 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 four-day workweek schedule.


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Date


For Montclair State University


Date

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Appendix I**

Extended Day/Four-Day Work Week

2013

June 7, 14, 21, 28

July 12, 19, 26

August 2, 9, 16

2014

June 6, 13, 20, 27

July 11, 18, 25

August 1, 8, 15

2015

June 5, 12, 19, 26

July 10, 17, 24, 31

August 7, 14