



CSU Bakersfield

Business and Administrative Services

Office of Human Resources


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MEMORANDUM

DATE: November 3, 2016

TO: All Faculty and Staff

FROM: Kellie Garcia, Associate Vice President
Human Resources and Administrative Services 

SUBJECT: 2017 Summer Hours

Effective May 22, 2017 through August 11, 2017 the CSUB main campus and the Antelope Valley Center will be operating on a Monday through Thursday, 10-hour workday schedule. The campus will essentially be closed Fridays, Saturdays and Sundays during this period, except for specially arranged program activities. We continue to achieve energy savings from this closure. This savings will continue to reduce the cost of the overall campus budget.

There will be two (2) work weeks scheduled where all staff will work 8-hour work days: May 29th – June 2nd and July 31st – August 4th. This is necessary to comply with the Fair Labor Standards Act (FLSA) regulation and to reconcile the number of hours worked in the summer for payroll purposes.

While we anticipate that this summer schedule will continue in future years, the campus maintains the right to change or discontinue it with appropriate notice per the applicable MOU.

Employees' work hours will be scheduled by their appropriate administrator within the window of 6 a.m. – 8 p.m. consistent with the operational needs of the department and with the appropriate supervision. Air conditioning will be provided from 7 a.m. through 6 p.m.

A full-time non-exempt employee is expected to work 4 10-hour days in order to work their scheduled 40 hours per week. An exempt employee will be expected to carry out their normal work assignments as directed by the appropriate administrator during the Monday – Thursday period. Employees who have difficulty with this schedule should work with the appropriate administrator to consider the following options:

- Lunch hours may be reduced to ½ hour. A minimum of a 30-minute lunch must be taken, approximately in the middle of the work shift.
- Non-exempt employees may use vacation credits or accrued CTO to offset absences during their scheduled work week.

These alternatives must be approved by the appropriate administrator of each area.

The campus will make several air conditioned rooms available that will be equipped with computer and internet access for employees that must work when the campus is closed. Please contact Kellie Garcia, Ext. 3206 for staff, or Dr. David Schechter, Ext. 2154 for faculty, to arrange these accommodations.

There are several areas which will not be affected by these summer hours. Please check with your supervisor to determine your specific hours of work.

Please contact your appropriate administrator or the Office of Human Resources with any questions you may have regarding summer hours.

KG:sp

Attachment

CSUB – 2017 SUMMER HOURS

MAY 2017

Pay Period: May 2-May 31 | 22 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 Last Day of Classes	11	12	13
14	15	16	17	18	19	20
21	22 10	23 10	24 10	25 10	26	27
28	29 Memorial Day	30 8	31 8			

JUNE 2017

Pay Period: June 1-June 30 | 22 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 8	2 8	3
4	5 10	6 10	7 10	8 10	9	10
11	12 10	13 10	14 10	15 10	16	17
18	19 10	20 10	21 10	22 10	23	24
25	26 10	27 10	28 10	29 10	30	

JULY 2017

Pay Period: July 1-August 1 | 22 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 10	4 Independ- ence Day	5 10	6 10	7	8
9	10 10	11 10	12 10	13 10	14	15
16	17 10	18 10	19 10	20 10	21	22
23	24 10	25 10	26 10	27 10	28	29
30	31 8	1 8				

AUGUST 2017

Pay Period: August 2-August 31 | 22 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			2 8	3 8	4 8	5
6	7 10	8 10	9 10	10 10	11	12
13	14 8	15 8	16 8	17 8	18 8	19
20	21 8 All Fall Faculty Due on Campus	22 8	23 8	24 8	25 8	26
27	28 8 First Day of Classes	29 8	30 8	31 8		