



# CSU Bakersfield

Business and Administrative Services

Office of Human Resources


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## MEMORANDUM

**DATE:** October 18, 2018

**TO:** All Faculty and Staff

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

**SUBJECT:** 2019 Summer Hours

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Effective June 3, 2019 through August 16, 2019 the CSUB main campus and 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 one (1) work week scheduled where all staff will work 8-hour work days: July 29<sup>th</sup> – August 2<sup>nd</sup>. 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, x3206 for staff, or Dr. David Schecter, x2154 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.

In addition, the campus community now has the ability to import the 2019 summer hours schedule directly to your Outlook calendar. Use of this application will specify the Fridays that the campus is closed. The process is now available on the HR main webpage under the heading "Quick Links", <http://www.csub.edu/bas/hr/index.html>. For technical support, please call the Help Desk at x2307.

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

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Attachment