

## MEMORANDUM

TO: Faculty and Staff

FROM: Robert A. Altenkirch

RE: Modified Trial Summer Flex Schedule

DATE: March 10, 2016

Last summer we operated for most of the campus on a four-day work week, Monday through Thursday, based on Staff Senate support of such a schedule, and, through a straw poll, Faculty Senate endorsement as well. While cost savings from operating many buildings only four of seven days a week rather than five were significant, they were not substantial.

Based on recent feedback and suggestions regarding the summer flex schedule followed last summer, which was on a trial basis, this summer we will follow a modified flex schedule in which units will be open five days a week, Monday through Friday. Employees, with Supervisor approval, will have the option of working four or five days a week, as long as the employee's office/unit is able to function five days a week. Guidelines and additional details are provided in the attached document.

By adjusting the summer flex schedule as outlined above, employees who choose to work four days a week maintain the same benefits of such a work schedule as was the case last summer, e.g., time during the work week to conduct personal business, additional weekend time with family, reduced commuting costs, etc., while we conduct university business five days a week.