

MEMORANDUM

TO: UAH Faculty and Staff

FROM: Robert A. Altenkirch, President

DATE: February 20, 2014

SUBJECT: Current Work Week Schedule for Summer

We have over the past month or two been considering the possibility of implementing a 4-day, 40-hour work week, Monday through Thursday, in the summer in order to capture significant savings on utility costs by closing buildings one additional day per week.

Although there are significant savings to be had, and a number of activities are either not scheduled on Fridays in the summer or are scheduled lightly such that they could be accommodated by a 4-day schedule, there are situations where non-UAH personnel, with whom UAH-personnel interact on a traditional 5-day schedule year round, occupy UAH buildings. And there are certain facilities that must be conditioned 7-days-a-week regardless of the work-week schedule. A number of employees raised concern as well as to whether their ongoing personal responsibilities would accommodate a 4-day summer work schedule.

Taking into account the formal and informal feedback on the possibility of a 4-day schedule in the summer, which many indicated they would prefer, there appears to be too many obstacles to overcome to capture the cost savings outlined above at this time. Consequently, we will for now continue with the established 5-day, 40-hour work week throughout the year.

Thanks to those who provided input.

Bob