

## MEMORANDUM

TO: Faculty and Staff

FROM: Robert A. Altenkirch

RE: Trial Summer Flex Schedule

DATE: April 3, 2015

On several occasions over the past year or so, we have discussed moving to a four-day work week during the summer for most of the campus. Recently the Staff Senate passed a resolution overwhelmingly in support of such an initiative, and, through a straw poll, the Faculty Senate endorsed the concept as well. Based on these sentiments, discussion among other groups, and the fact that it is estimated that the modified schedule should produce cost savings of approaching approximately \$200,000 due to savings for utilities and other costs of facilities operations, the University will proceed with implementing, on a trial basis this coming summer, a four-day work week flex schedule for certain units and buildings. For others, it is understood that such a schedule is not feasible in order to meet certain obligations.

Guidelines and additional details are provided in the attached document. Payroll Services will be distributing detailed instructions for reporting of hours under the summer flex schedule in the near future.

As indicated above, this summer's schedule will be on a trial basis. We will estimate actual savings and solicit feedback on experiences with the four-day work week flex schedule in order to determine whether to continue with it in subsequent summers or to return to a regular five-day a week work schedule.