CAL STATE UNIVERSITY EAST BAY

Employee Schedule Guidelines

Purpose

The purpose of the Employee Schedule Guidelines is to ensure consistent processes for requesting, reporting and tracking non-standard work schedules for all CSU, East Bay employees.

CSU Standard Schedule

The CSU Standard pay period consists of 21 or 22 days. Normal work days are Monday through Friday, 8 hours daily, including holidays. The standard work week is Sunday through Saturday.

Alternate and Compressed Work Schedules

"Alternate" work schedules are typically 8 hours per day outside of the typical Monday through Friday work week. An example of an alternative work schedule is Tuesday through Saturday, 8 hours daily.

"Compressed" work schedules typically include standard work hours over a one or two week period. Examples of compressed schedules included: 4/10, 9/80 and 3/12.

Exempt vs Non-Exempt

The Fair Labor Standards Act (FLSA) status is used to indicate if an employee's job classification is exempt or non-exempt for purposes of determining eligibility of overtime or compensatory time off (CTO).

Work Schedule Documentation

The appropriate administrator must approve full-time and part-time Staff and MPP work schedules that deviate from the "Standard" in advance. Non-standard work schedules agreed upon during the hiring process should be outlined accordingly on the appointing PTR. Alternate or Compressed Work Schedule requests initiated after the original hire date ***MUST*** arrive in Payroll **prior** to the effective date of the change. Campuses are required to maintain employee work schedule assignments in PeopleSofts Absence Management module for accurate processing of employee pay, and ensure accurate accruals and calculation for leave usage, holiday credit, alternate days off and excess and deficit hours as outlined in the respective Collective Bargaining Agreement.

The Alternate/Compressed Work Schedules form can be found on Payroll's website under downloadable forms. This document is used to request a new or report a change in an employees assigned work schedule post-hire.

Schedule Changes

Employees must be notified when a permanent work schedule is changing. The notification period varies based on an employee's bargaining unit. Department Administrators are *responsible* with complying with the required notification period. If the notification period has been waived, the employee will be required to initial the Waiver disclaimer located within the employee signature box.

Collective Bargaining Agreement	Notification Period	Acceptable Form(s) of Notification
Unit 1 - UAPD	14 days	Written
Units 2, 5, 7 and 9 - CSUEU	21 days	Verbal and / or Written
Unit 4 - APC	21 days	Verbal and / or Written
Unit 6 - SETC	28 days	Written
Unit 8 - SUPA	21 days	Written

Leave Accrual and Usage:

Absence Management Self Service is East Bay's Leave reporting system. AMSS allows employees, leads, and the appropriate administrator within the department/college access to view and monitor leave details and balances. All employees are required to report the use of vacation, sick leave, personal holiday, jury duty and other leave types that were previously recorded on an absence

report. Leave types not available to report via self-service, should be submitted on the Absence and Additional Time Worked report as these transactions generally require an additional layer of review. Employees are responsible for monitoring their own accruals and usage. Managers are responsible for review and approval of reported leave.

An advanced entry of "No Leave Taken" should be reported for 10/12 and 11/12 month pay plans for the entire duration of their off month(s). Changes to an employee's off month(s) requires, consultation from both Payroll and Human Resources.

Holidays:

If an employee works an alternate or compressed work schedule and the holiday is observed on a non-work day, the employee is entitled an Alternate Day off (ADO) or Holiday Credit (HC) as detailed below.

Collective Bargaining Agreement	Holiday	Expiration Period
Unit 1 - UAPD	Alternate Day Off	180 days **
C99 - Confidential	Alternate Day Off	90 days * *(non-exempt only)*
Units 2, 5, 7 and 9 - CSUEU	Alternate Day Off	180 days **
Unit 4 - APC	Alternate Day Off	90 days *
Unit 6 - SETC	Alternate Day Off	90 days *
Unit 8 - SUPA	Holiday Credit	365 days *(100 hours max accural)*

*unused time will be forfeited

** should be used the next scheduled work day

Managers are responsible for ensuring a completed Absence and Additional Time Worked Report is submitted to the Payroll Office during calendar periods in which ADO or HC is earned.

Excess/Deficit Hours (EH):

Due to the fluctuation of days in a standard state pay period, non-exempt employees on an alternate or compressed work schedule may earn excess or deficit work hours in a given pay period. Excess hours for a standard pay period is captured and calculated by the Absence Management system based on the employee's time-base and assigned work schedule. All hours in excess of the standard pay period are paid each pay period, unless an equal or greater deficit exists (SUPA excluded). Employees with an existing deficit in a given pay period may carry these hours forward and offset by excess hours worked in a subsequent pay period.

Annual reconciliation of deficit hours is processed by the campus during the month of January. When reconciling an employee's deficit hours through December 31st, the affected employee may use available leave credits (vacation, CTO, holiday credit and or personal holiday) to offset the deficit balance, be docked for deficits incurred in the current pay period, or the campus must establish an accounts receivable, as appropriate, if no leave credits are available to offset the deficit.

Shift Differential:

The CSU Salary Schedule indicates shift eligibility under the Shift Differential category for the job classification (class) and range in which the employee is appointed.

- **Evening Shift (Swing):** An eligible employee who is regularly assigned to work four (4) or more hours between 6PM and Midnight (exclusive of overtime) shall be paid shift differential for the employee's entire schedule.
- **Night Shift (Graveyard):** An eligible employee who is regularly assigned to work four (4) or more hours between Midnight and 6 AM (exclusive of overtime) shall be paid shift differential for the employee's entire shift.

Please refer to the Shift Differential Table below for current hourly rate by CBID.

Collective Bargaining Agreement	Evening Shift (Swing)	Night Shift (Graveyard)
Units 2, 5 , 7 and 9 - CSUEU	$1.35	$2.30
Unit 6 - SETC	$1.30	$2.30
Unit 8 - SUPA	$0.23	$2.20 *

Shift differential hours worked by qualified salaried and hourly employees shall be certified by the appropriate administrator using the Authorization for Shift Differential form. Completed documents should be submitted to Payroll, SA 2600 at the end the of the respective calendar period.

Clear Print

CAL STATE EAST BAY

Alternate/Compressed Work Schedule

Instructions: This form is being completed to document an official work schedule changes. For more information review the Employee Schedule Guidelines. Completed documents should be submitted to Payroll, SA 2600.

Employee (Last, First MI)	Employee ID	EmplRcd	Job Code	DeptID	Timebase	Department Name

Work Schedule Justification (e.g. Dept business need, ADA accommodation)

☐ 1 Week Work Period ☐ 2 Week Work Period

Enter total hours schedule to work each day

	Week 1							Week 2							
Eff Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs
															0

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Units 2, 5, 7, and 9 - CSUEU	21 days	Verbal and/or Written
Unit 4 - APC	21 days	Verbal and/or Written
Unit 6 -SETC	28 days	Written
Unit 8 - SUPA	21 days	Written

Note to Administrators and Employees:

The standard State work schedule is Monday - Friday, 8 hours per day. "**Alternate**" workweek schedules are typically 8 hour day schedules on days that are outside the standard State work schedule. "**Compressed**" work schedules are extended workdays over a compressed number of days in the respective work week period. Compressed patterns include 4/10, 9/80, 3/12 work schedules and may require a one or two week work period. The campus must maintain an accounting of hours worked, which includes excess and deficit hours, for all non-exempt employees on work schedules that differ from the standard State work schedule. For questions about how an alternate and/or compressed work schedule will impact an employee, please contact your Payroll Technician.

Your signature below indicates that you approve the employee's work schedule and have read the Employee Work Schedule Guidelines.		I acknowledge that I have been notified of this schedule change and have read the Employee Work Schedule Guidelines.
Department Administrator Signature Date	Department Administrator Name (Print)	Employee Signature Date

Office Use Only

AM Entry Date