

Date: August 3, 2009

To: MPPs, CSUEU, APC, UAPD, and Confidential Employees

From: Lisa M. Sanchez, Director of Human Resources Management

Subject: **2009-2010 Administrative Closure Calendar**

The President, in consultation with the Chancellor's Office, the Vice Presidents, and the staff in Human Resources Management, developed the University's 2009-2010 Administrative Closure Calendar (Calendar). The Administrative Closure Calendar (attached) reflects the 24 days that the majority of non-faculty staff will take their furlough days. For 6 of the scheduled 24 furlough days, the entire campus will be closed and such services will be similar to when the campus is closed for a holiday. These 6 days are referred to as State Budget Closure Days. While the 6 days are also instructional days, course objectives and student learning outcomes are going to be addressed in a manner other than classroom time. In order to maintain a minimal level of services on the other 18 days, of which most are instructional days, some individuals will need to take alternative furlough days or nominate their days per the agreement. Your supervisor will inform you by 5 p.m. on Tuesday, August 4 if you are being scheduled to work on the administrative closure days; otherwise, you should plan on Friday, August 7, to be your first furlough day.

The Calendar has the following goals in mind: 1) To comply with all Federal and State labor laws and regulations, 2) continue to provide instruction with minimal impact on students as possible, 3) recognize the impact of the State's budget crisis on employees, 4) try to extend weekends and existing holidays whenever possible, 5) and reduce the amount of workload/backlog created while employees are on furloughs.

As a reminder, only minimal services will be available with most offices being closed. Please see the attached list for more detail as to which offices will be open.

Only the President or a Vice President can authorize an employee to work on a scheduled furlough day. Those employees who are required to work on a furlough day will need to consult with their manager to schedule a different unpaid day off during the same pay period. The first furlough day is Friday, August 7, thus:

- 1) Exempt employees, including MPP's, lose their Fair Labor Standards Act exemption during the week they take a furlough day and are treated as non-exempt employees. Therefore, they will need to convert to an 8-hour work schedule. Workloads need to be adjusted to reduce the need to work on furlough days. It is the expressed intent of the CSU that exempt employees should not be required to work more than thirty-two (32) hours during a furlough week. Since exempt employees and MPP's will be treated like

non-exempt employees during a furlough week, all exempt employees and MPP's will have to account for absences such as vacation and sick leave during those weeks, including partial day absences.

- 2) Because a furlough day has been determined to be 8 hours, employees on 4/10 work schedules or other alternative schedules should convert to a 4/8 work schedule during furlough week periods and then revert to their original schedule for the remainder of that monthly pay period. This process will help ensure employees are paid properly and that their furlough days are used in accordance with agreements.

Human Resources Management also plans to post FAQs on its Web site in the coming days to provide more information about furloughs.

If you have comments or questions, please send them to Yolanda Aguiar, yaguiar@cslanet.calstatela.edu or leave a message at x3673.