



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

- (1) The Foundation full-time non-exempt employees voted to approve the 4/10 alternative workweek for June 16, 2008 – September 5, 2008?
- (2) Not all Foundation employees are eligible for the recently approved “Summer Schedule”?
 - The alternative workweek schedule applies **ONLY** to full-time non-exempt employees whose work units have already been identified as eligible to vote and that adopted the summer work schedule.
 - All part-time, temporary/on-call, student, emergency and one time appointments are **NOT** eligible to work the 4/10 schedule without incurring overtime. As always, they will accrue overtime for any time worked over 8 hours in a day or over 40 hours in week. (These employees typically work four, eight hour days during the summer).
 - Off-campus employees, whose offices will remain open on Friday’s in the summer, are **NOT** eligible for the alternative workweek.
 - On-campus employees with a non-traditional workweek (i.e. Saturday through Wednesday), **may not** be eligible for the alternative workweek.
 - **Newly hired** full-time, non-exempt employees are only eligible if another employee in their department was eligible at the time of the vote, May 14, 2008.

Note the schedule for July 4th week: In conjunction with the campus procedure, Foundation employees will only work eight (8) hours per day, Monday through Thursday, to compensate for the Fourth of July Holiday on Friday.

**Please verify individual eligibility with the
Human Resources Department prior to June 16, 2008.**

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!

