



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 22, 2009 – September 11, 2009?
- (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 21, 2009.

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 4th of July Holiday on Saturday (campus is closed Friday, July 3rd).

**Please verify individual eligibility with the
Human Resources Department prior to June 22, 2009.**

NOTE: In an effort to continue to “Go Greener”, we will now send ALL “Did You Know” notices electronically and continue to post them on our website. We will provide hard copies upon request. If there are other members of your staff which you feel would benefit from receiving these publications, simply send an email to hr-fdn@csusb.edu and include their name and email address in your request.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!