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Sender Jeannine Raymond, Assistant Vice Chancellor - Human Resources (campus-wide)

To Managers; Staff

Subject Campus Standardizes to 40 Hour Work Week

What's new?

UC Berkeley is standardizing non-exempt staff work schedule options based on a 40-hour work week, that allow for variations that can accommodate unit business needs and personal obligations of our non-exempt staff. In addition to the traditional '5, 8 hour days,' there is a '4-day, 10 hour per day' per week option. Staff may also vary their daily work start and stop times. Much less frequently used is the '9-day 80 hour work week schedule,' which is being discontinued. We continue to be committed to a workplace culture that supports the family needs of our employees.

Who's affected?

Anyone who currently uses the '9/80' schedule. The only group that will still be authorized to use a '9/80' schedule is the campus Police Department. No other non-exempt staff are authorized to use a '9/80' schedule. Supervisors and timekeepers should check the work schedules against the overtime requirements.

Why is it being discontinued?

We need to standardize the work week to 40 hours, and find options for all campus employees within that definition of a week. This will allow fair, accurate pay for all, including overtime, accruals and benefits.

What do we need to do?

Any employees using a '9/80' schedule will need to move to a 40-hour per week schedule.

What are my options?

The closest alternative is a '4/10' schedule which provides for 1 day off each week. In some cases the business needs of the unit and the requirements in the collective bargaining agreements allow for additional flexibility in daily work schedules. If you are currently working a '9/80' schedule, contact your supervisor who can work with you on alternatives.

We understand that if you do have to make a change in your current schedule, you may have to change your personal schedules also. We would ask that supervisors be sensitive to this, and work together to reach a solution.

For more information please contact your department's CalTime representative. We appreciate your understanding and partnership.

Sincerely,

Jeannine Raymond, AVC-HR

If you are a manager who supervises Cal employees without email access, please circulate this information to all.

Please do not reply to this message