

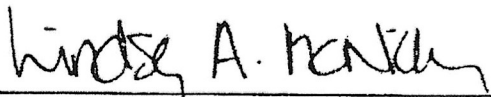
MANAGEMENT OF THE FOUR-DAY WORK WEEK PROGRAM

IUP managers and supervisors are required to monitor attendance and work product, ensuring that operational efficiency and the level of service to students and employees does not diminish as a result of this Program.

- Managers are requested to continuously evaluate the Program throughout its duration, ensuring that performance levels are maintained despite extended work hours, that coverage of offices and the level of service to all constituents does not deteriorate, and that employee attendance matches the selected alternate schedule. If, in order to ensure office coverage during normal working hours (Monday – Friday 8:00 a.m. to 4:00 p.m.) the manager/supervisor determines that an employee cannot work according to his/her selected alternate schedule during a particular week, the manager may direct the employee to revert to the standard schedule for that week. An employee's reversion to the standard schedule may also be necessary in the event of medical or other unanticipated extended leave. Please consult with Payroll Services before allowing an employee to revert to his/her standard work schedule. Please also note that lunch hours may be flexed during the period of 11:30a.m. to 2:00 p.m. to ensure proper office coverage and delivery of services.
- Any deviation from these guidelines may result in an employee's or department's disqualification from the Program and may also jeopardize the renewal of this Program in subsequent summers.
- Management reserves the right to terminate or amend this Program at any time.
- At the conclusion of the Program, a review will be conducted to determine the Program's benefit to employees as well as its impact on operational efficiencies and service level. Your thoughts and suggestions will be welcome.

HOW TO ENROLL

Enroll in the Program by completing the Schedule Change Form. Obtain the necessary signatures and return the form to payroll-services@iup.edu.

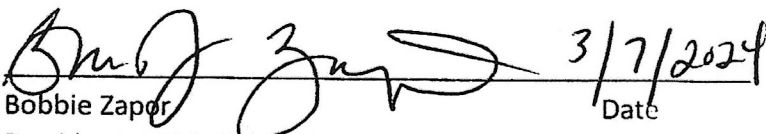


3/5/2024

Lindsey A. McNickle

Date

Director of Human Resources

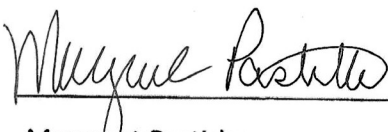


3/7/2024

Bobbie Zapor

Date

President, AFSCME Local 763



3/12/2024

Margaret Pastirko

Date

Director, AFSCME District Council 83