



## Facilities & Operations POLICY GUIDELINES

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	Four-Day Work Week Trial
Number:	TBD
Effective Date:	04/05/2025
Last Revision Date:	04/05/2025

**PURPOSE:** The purpose of this policy is to outline the procedures and expectations for the implementation of a four-day work week trial. This trial is designed to evaluate operational efficiency, employee satisfaction, and overall effectiveness while ensuring full functionality of all shops five days a week.

**SCOPE:** This policy applies to all employees participating in the four-day work week trial within Facilities & Operations (F&O). The trial period will start on April 5, 2025 and last through July 5, 2025. All employees are expected to adhere to the outlined schedule and procedures.

**REFERENCES:** F&O Standard Operating Procedures (available on the F&O website)

- University Holiday and Closure Policies
- University Standard Time Off (STO) Policies
- Routine Day Procedure (available on the F&O website)

**DISCUSSION:** The four-day work week trial includes two schedule options:

- **Monday-Thursday:** 9.5-hour shifts on Monday-Wednesday, 9-hour shift on Thursday
- **Tuesday-Friday:** 9.5-hour shifts on Tuesday-Thursday, 9-hour shift on Friday

**To ensure full functionality of all shops five days a week:**

- All day-shift shops will start at 6:00 AM.
- Managers and Leads must be scheduled on different shifts.
- Employees must work a minimum of 37.5 hours per week.
- Holidays will be compensated at 7.5 hours, and employees will be responsible for meeting their full weekly hour requirement accordingly.
- University closures will be compensated based on the scheduled work hours of the affected day.
- Employees may be asked to adjust their schedule to provide five-day coverage for vacations.
- The success of this trial depends on employee participation, feedback, and adherence to guidelines.



## Facilities & Operations POLICY GUIDELINES

### 1. **PROCEDURE / POLICY: Work Schedule Assignment:**

- Shop Managers will assign employees to either the Monday-Thursday or Tuesday-Friday schedule.
- Rotating shifts will not be implemented during the trial but may be evaluated in the future.

### 2. **Lunch and Breaks:**

- Standard lunch and break periods remain in effect.
- Employees have the option of taking a thirty minute or one hour lunch. Lunch breaks are not paid breaks and are not counted toward the 37.5 hour work week.

### 3. **Absences and Schedule Adjustments:**

- If an employee is absent on a scheduled workday, they may not modify their schedule to make up for the lost hours.
- If an employee needs to take a full or partial day off, they must use vacation time or another approved leave option and they may not modify their schedule to make up for the lost hours.

### 4. **University Holidays and Closures:**

#### ○ **Holidays**

1. Employees will receive 7.5 hours of holiday pay, regardless of whether they are or are not scheduled to work that day and regardless of how many hours they were scheduled to work that day.

1. Example 1: The holiday falls on a Monday and you are scheduled to work Tuesday – Friday. You will receive 7.5 hours of holiday pay for Monday. If you work your full shift the rest of the week, you will accumulate a total of 45 hours for the week. In this example, your only compensation option is straight-time pay since Comp time only applies if the employee actually “works” a complete 37.5 hours. In this example the employee was paid for 45 hours but only worked 37.5 hours.

2. Example 2: The holiday falls on a Monday and you are scheduled to work Monday – Thursday. You will receive 7.5 hours of holiday pay for Monday. If you work the rest of your scheduled days, you will accumulate 28 hours plus the 7.5 hours of holiday pay for a total of 35.5 hours (you will be short 2 hours).

1. Options:

1. Use 2 hours of annual leave, Comp time or STO to obtain a total of 37.5 hours.
2. Adjust your schedule to work three ten-hour shifts resulting in 30 hours plus the 7.5 hours of holiday pay for a total of 37.5 hours.



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### o Closures

1. If a University closure occurs on a scheduled workday, employees will receive closure pay equivalent to their scheduled hours for that day.
  1. Example 1: If the University is closed the entire day and you were scheduled to work 9.5 hours, you will receive 9.5 hours of closure pay.
  2. Example 2: If the University is closed 8am – 10am (and your shift started at 6am), you will receive 4 hours of closure pay.
2. If a University closure occurs on a non-scheduled workday or a portion of the day in which you were not scheduled to work, employees will not receive closure pay.
  1. Example 1: If the University is closed the entire day on a Monday and you are scheduled to work Tuesday – Friday, you will not receive closure pay.
  2. Example 2: If the University is closed from 4pm – 8 pm and you are scheduled to work 6am – 3:30pm, you will not receive closure pay.

### 5. Compensation for Additional Workdays:

1. If an employee is required to work on their usual day off (such as for vacation coverage), compensation will be provided in the form of paid time or compensatory (Comp) time, with manager approval (Comp time is only an option for hours actually “worked” above 37.5 hours).

### 6. Evaluation and Adjustments:

- o Employees are encouraged to provide feedback throughout the trial.
- o Adjustments may be made based on trial outcomes, including concerns related to absenteeism.
- o If successful, the shift structure will be reviewed annually in July for long-term implementation.

All changes or modifications are subject to the approval of administration, (ie, HR Services, Payroll, Cabinet)

### **REVISION HISTORY:**

Initial Revision: 04/05/2025