

Alabama Agricultural and Mechanical University
Office of Human Resources

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Frequently Asked Questions (FAQ) Sheet for 4/10 Workweek Schedule

1. What is a 4/10 workweek schedule?

A 4/10 workweek schedule allows employees to work four 10-hour-days in one week instead of five 8-hour days. The four 10-hour days are Monday – Thursday for the University during the 2018 summer session break.

2. Why is the University adhering to a 4/10 workweek schedule for the summer break?

The University is adhering to a 4/10 workweek schedule to reduce operating cost during the 2018 summer break.

3. If an employee requests vacation or sick leave for one full day during the designated time period for the 4/10 workweek schedule, how many hours should be recorded on the request and application for leave form?

An employee is scheduled to work for 10 hours and must complete a request and application for leave form for 10 hours of vacation or sick time.

4. What jobs are considered essential personnel?

Essential personnel jobs provide services that relate directly to the **HEALTH, SAFETY,** and **WELFARE** of the University; ensure continuity of key operations; and maintain and protect University properties.

5. How will overtime be calculated on the weeks where a holiday is involved?

Pursuant to the *University Staff Handbook* (September 16, 2011), Section 5.1.3: Overtime Work Assignments --Sick leave and annual leave will not be considered as hours worked in the computation of overtime or compensatory time. Holidays will not be considered in the computation of overtime or compensatory time unless the employee is required to work on the holiday.

6. Due to my personal life situation, I just cannot make the 4/10 work: Will my job be in jeopardy?

Please talk with your supervisor regarding your personal life situation. You and your supervisor must agree upon a reasonable schedule.

7. I have a special/unique assignment which requires me to work in the field?

The decision about off campus entities must be made by the heads of the division.

8. I have a special/unique assignment which requires me to work on Friday. Can I take another day or keep my current 8 to 5 schedule?

Please talk with your supervisor regarding your unique assignment. You and your supervisor must agree upon a reasonable schedule.

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- 9. During the 4/10 workweek period, as a supervisor, is it required that I change the department's office hours to 7:00 a.m. to 6:30 p.m.?**

No, it is not required. The office hours will remain 8:00 a.m. to 5:00 p.m. However, all employees should be in their office no later than 7:30 a.m. daily. **Therefore, all telephone calls should be answered upon arrival at work.**

- 10. What days are considered the official work days for the 4/10 workweek period?**

Monday-Thursday

- 11. What units/buildings will keep their regular business hours?**

AAMU Student Health and Wellness Center, Child Development Center, Learning Resources Center, Public Safety, ARAMARK, Knight Center, West Campus Dormitory, Morrison Building, and Elmore Gym.

- 12. What gates are going to be open on Fridays during the 4/10 work week period?**

The only gate that will be open is the main entrance gate on Chase Road.

- 13. Will I have to sign-in with Security at the main entrance gate on Chase Road if I have approval to work on a Friday during the 4/10 work week?**

Yes, employees should have approval from his/her Supervisor, Dean, and Associate Provost or appropriate Vice President before reporting to campus on a Friday.

- 14. If I do not have approval will I still be allowed entry to the campus?**

No, Security will have record of who has approval to be on campus.

- 15. If I have approval to work on a Friday during the 4/10 work week, can I expect for the air conditioning to be on in the building?**

No, air will not be on in the building.