
Summer Schedule Announcement

1 message

NJIT Human Resources <Office.of.the.VP.Human.Resources@njit.edu>
Reply-To: Office.of.the.VP.Human.Resources@njit.edu

Fri, May 27, 2022 at 11:05 AM

Summer Fridays Compressed Work Week Schedule *Pilot Program (June 6th - August 13th)*

Dear Colleagues,

In response to multiple factors including the impact of a pandemic, changes in where and how we work, rising fuel costs as well as the community's input regarding making NJIT a "Best Place to Work," we are pleased to announce an update to our summer schedule. Beginning the week of June 6, 2022, and continuing through August 13, 2022, we will modify schedules to allow most staff to work a compressed work week with Fridays off. This summer schedule will be a pilot to inform the administration about the impact of this change on the operations of the university for future consideration.

Vice Presidents and Deans have discretion to modify schedules for certain positions to ensure student services, essential education, research, safety and physical plant functions remain operational. This will include the need for certain positions to work on Friday to provide these services with the intent that they be able to substitute a different day off within their compressed schedule.

Schedules and Timekeeping

Eligible employees will work from 8:30 am to 5:00 pm, Monday through Thursday, and have Fridays off. The exceptions will be weeks with holidays (Juneteenth and Independence Day). During those weeks, normal schedules will apply with no additional day off.

Sick, vacation and other leave during this time will be charged as 8.75 hours per day.

The University reserves the right to change, modify or cancel the Summer Fridays Compressed Work Week schedule at any time.

This schedule affects non-aligned staff and may apply to members of the various collective bargaining units, subject to negotiated mutual agreement with the respective collective bargaining units, and subject further to any applicable contractual limitations, workloads permitting.

Thank you for your cooperation as we work together to provide excellent service to our campus community!

Sincerely,

Dale McLeod

Vice President for Human Resources