

HUMBOLDT STATE UNIVERSITY

Navigating Employee Scheduling and Leaves Starting January 1, 2021

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Employee Leaves & Scheduling

- CPAL and FFCRA are scheduled to end on December 31, 2020. This means employees will be responsible to cover any missed work with their own leave banks (e.g. vacation, sick, personal holiday) for any **employee initiated reason for leave**. This includes issues related to childcare, eldercare, or even COVID-19 related illnesses.



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Balancing Business Operations with Scheduling Difficulties

For Employees

- Openly communicate any scheduling issues as soon as possible to give your appropriate administrator time to navigate and address the situation.
- Utilize available resources including the new Employee Assistance Program through Empathia/LifeMatters

For Managers

- Does the position allow for telecommute opportunities?
- Alternative/Compressed work schedules outlined in the collective bargaining agreements



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Alternative Work Schedules (Part 1)

CSUEU

- Compressed work schedules include 4/10, 9/80 (alternative Fridays off), and 3/12. *Article 18.12*
- May be mutually agreed upon. If voluntary, appropriate administrator ends the agreement. *Article 18.13*
- If not voluntary, use the following order:
 - (1) Employees with Position Descriptions that state alternative work schedules are possible; then
 - (2) Reverse order of seniority. *Article 22.4*



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Alternative Work Schedules (Part 2)

Teamsters

- Alternative work schedules include 4/10 and 9/80
- An employee may voluntarily move to a compressed schedule. If so, only the appropriate administrator may end. *Articles 22.6, 22.7.*
- If not voluntary, use the following order:
 - (1) Employees with Position Descriptions that state alternative work schedules are possible; then
 - (2) Reverse order of seniority. *Article 18.13*



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Alternative Work Schedules (Part 3)

APC

- Alternative work schedules include 4/10 and 9/80
- An employee may be assigned to an alternative work schedule by their Appropriate Administrator. *Article 28.5 & 28.6*
- Employees may also submit a written request to work an alternative schedule. *Article 28.13*
 - The request must be submitted 21 days prior to the requested effective date.
 - Approval or denial of the employee request shall be responded to in writing.



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Closing Thoughts

- If you are unsure on how to navigate or need additional help, please contact Human Resources **IMMEDIATELY** at hsuhr@humboldt.edu. You can also reach Dr. Scott Kasper at scott.kasper@humboldt.edu or David Montoya at djm199@humboldt.edu.

