

Vaccine Incentive Summer Work Hours

As part of the vaccine incentive program, Rowan will permit vaccinated employees to work their current hours over a 4 day work week. To assist you in determining your workweek status (40, 35, NL), your schedule can be found on your time and attendance forms.

Employees are required to submit the vaccination form with a copy of the vaccination card or indication that the vaccine was received through the employee registration and received through Rowan SOM.

The University WILL NOT close on Fridays. Employees may elect a three day weekend by scheduling either Friday or Monday. No more than 50% of employees may be off on either day. Employees may also schedule a different day if they prefer. This program is an incentive program only and does not establish a precedent or change the current policy.

The program will begin June 21st and end August 27th and requires supervisor approval. There are departments that will be unable to schedule the four-day week. HR will work with those departments to provide other incentive opportunities. Please specifically note that even in departments that are deemed able to utilize a four-day summer work week, an employee's actual ability to work this modified schedule will be subject to any specific operational needs of the department itself. While the University and its departments hope to avoid any changes for its employees, any initial granting of a modified work week to an employee may be changed at any time based upon departmental circumstances and needs as they arise.

Given the preface above, the general rules for implementation of the four-day workweek are:

1. For employees on a fixed 35-hour workweek, daily hours will be from 7:30 AM to 5 PM or 8 AM to 5:30 PM. The lunch period will be 45 minutes. Work schedules must be approved by the appropriate supervisor.
2. For employees on a fixed 40-hour workweek, the schedule will be from 7:30 AM to 6 PM with a 1/2- hour lunch period.
3. The University requires certain minimal seven-day coverage to ensure protection of people and property and to meet commitments for health, public safety and power plant services. Therefore, Health Services, Public

Safety and the power plant of the Facilities Department will maintain their regular work schedule providing 24-hour coverage 7 days per week.

4. No limit employees (NL) will work a minimum of 8 3/4 hours per day exclusive of lunch period. Normal expectations of NL employees remain in that, within reason, they will work the hours needed to meet their professional responsibilities.
5. All sick, vacation and administrative leave days taken by any employee during the four day workweek schedule, June 20th to August 27th, 2021 will be charged at the rate of one and one quarter days for each day off.
6. Eligibility for overtime continues based on the hours worked above the fixed workweek and in accordance with existing regulations.

July 4th will be celebrated on Monday, July 5th. The following schedule will be in effect during the holiday week of July 5th.

1. Employees with a 40-hour workweek will be scheduled for 32 hours in three days for the week of July 4, 2021. This would be 10 hours and 40 minutes each day with a 1/2-hour lunch.
2. Employees with a 35-hour workweek will be scheduled for 28 hours in three days for the week of July 4, 2021. This would be 9 hours and 20 minutes each day with a 1/2- hour lunch, 7:30 AM to 5:20 PM or 8:00 AM to 5:50 PM.

If you have any questions, please feel free to contact the Office of Human Resources at extension x64134.