

CSI Bulletin

May 26, 2006

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**MEMORANDA**

**Four-Day Summer Work Week 2006**

The College of Staten Island will officially be closed on Fridays beginning June 30 through Aug. 11, 2006. All staff members (except those groups identified below) will work Mondays through Thursdays during this period from 8:00am through 5:30pm, with a ¾-hour lunch break.

During the week of July 3 through July 7, 2006, staff will work four regular seven-hour days on Monday, Wednesday, Thursday, and Friday. A regular five-day workweek will resume on Monday, Aug. 14, 2006.

The following categories of staff will participate in the four-day summer workweek:

- Executive Compensation Plan titles
- Non-teaching Instructional titles
- Classified titles
- College Assistants may be assigned to a schedule during the four-day workweek that meets the needs of the department. College Assistants are paid only for hours worked.

Staff members who are unable, or who do not wish, to work the extended day, will be given the option of working four regular days each week during this period and charging the remaining day against available annual leave accruals. Those employees must have six (6) annual leave days available by Friday, June 30, 2006. Written requests must be submitted to the employee's supervisor for approval and then to Human Resources no later than Friday, June 2, 2006. Under no circumstances may staff work a schedule other than the four-day workweek, Monday through Thursday, 8:00am through 5:30pm without written approval from their supervisor and Human Resources.

Use of annual leave or sick leave for four days will result in a charge of five days. Three or fewer days will result in a charge of 8¾ hours for each day not worked.

The following groups of employees will continue to work a five-day workweek during this period:

- Buildings and Grounds titles covered by the Blue Collar Agreement
- 220 Titles, includes skilled trades titles
- Public Safety classified titles

If you should have any questions, please contact Alice Forman at 1.718.982.2376 or Diane Nicolassy at 1.718.982.2375.

Toni Gill

**Commencement Parking**

Thursday, June 1, 2006 is Commencement Day at the College of Staten Island.

The College will utilize the first section of Lot 2 (Faculty and Staff Parking) for reserved parking that day. This section of Lot 2 will remain closed until 1:00pm. The remainder of Lot 2 will be used as usual for our staff and faculty.

Angelo J. Aponte

**Updated Library Hours**

Summer Intersession (Tuesday, May 30 to Sunday, June 4) hours for the CSI Library are as follows:

Tuesday through Friday: 9:00am to 5:00pm

Saturday and Sunday: Closed

Wilma Jones

**Meetings and Events**

Tues., May 30            27th Annual Student Awards Ceremony, 1C Rotunda, 6:30pm; for more information, call 1.718.982.3088.

Thurs., June 1            Thirtieth Annual CSI Commencement, 10:00am, Great Lawn, rain or shine.