

# Exempt Employees Become Non-Exempt During Furlough Weeks

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During furlough weeks (also known as "furlough periods" per section 2b of the furlough agreement), exempt employees become non-exempt.

Here are some things exempt employees should bear in mind during furlough weeks:

- You may be subject to a fixed work schedule (a fixed start time and a fixed end time).
- You need to account for part-day absences, including medical and dental appointments, partial days of jury duty, dependent care, etc., and record these appropriately on your time sheets. (Exempt employees normally only record and use sick time, vacation time, etc., in full-day increments.)
- You can request and use vacation time in part-day amounts. If you want to take a half day off, you can schedule 4 hours of vacation.
- You may not work more than 32 hours.
  - If you work more than 32 hours, that must be explicitly approved by the appropriate administrator. (Furlough Agreement section 4g, Contract section 19.4)
  - Employees must be compensated for work over 32 hours (Furlough Agreement section 4k).
- During off hours, you should not be monitoring servers, checking your voicemail, checking your email, or responding to pages and phone calls, unless explicitly instructed to do so during the furlough week by the appropriate administrator.
  - This is true even if you are receiving a stipend for remote monitoring under contract section 20.43.
  - If you're unsure, ask your appropriate administrator what she/he wants you to do.
  - If you get a call during off hours from someone who isn't an administrator, advise the person to have an administrator call you. Only administrators can authorize overtime or initiate callback.
  - If you respond to a phone call, email, or page during your off hours, it's unauthorized overtime unless the appropriate administrator has explicitly authorized it.
- You can be disciplined for exceeding 32 hours without authorization, or for not recording absences.
- You must report overtime and all other hours worked on your payroll forms.
- If assigned overtime means you won't have at least an 8-hour rest period, you can adjust your schedule to make sure you have a rest period (Contract section 19.5).
- Normal work schedules are 5 days, Monday-Friday. The official boundaries of the normal work week are 12:01 a.m. Sunday to 12:00 midnight Saturday. (Contract section 18.10, 19.1 as revised in Side Letter 29)
- Remember to take your breaks: 15 minutes for every 4 hours worked. You should be taking these anyway, actually. (Contract section 18.22)
- Lunch periods are 30-60 minutes. (Contract section 18.19)
- There will be a complaint procedure for employees whose assigned workload is unreasonable or excessive. (Furlough Agreement section 4j)

Please do not work unauthorized extra time because "the work needs to get done." The CSU has decided not to have all the work done during furlough periods. If your manager doesn't grasp this, and is pressuring you to get 40 hours of work done in 32 hours, or work "unofficially," contact a steward for help.