

**Herkimer County Community College
Report to Board of Trustees**

Report No.
Resolution No.: **13-28**
Date: April 23, 2014

Title of Report: Four-Day Work Week - Summer 2014

Report: For the past several years, the College Administration, in cooperation with the CSEA Union, Herkimer County Community College Professional Association and the Board of Trustees, has implemented a four-day work week program during the summer months of operation. The goal of the program is to achieve cost savings through decreased facility utilization; lower energy consumption; and focus the use of accrued leave to days when the College is closed.

The program has also proved to be a good method for controlling the utilization of employee's accrued time.

The 2014 Four-Day Work Week schedule will begin the week of July 7, 2014 and end on Friday, August 1, 2014, for a total of four Fridays.

Recommendation: It is the recommendation of the College Administration that the Board of Trustees adopt the four-day work week schedule for the summer of 2014 and authorizes the execution of the Memorandums of Agreement between the Herkimer County Community College Professional Association and the Herkimer County Unit 7100 of the Civil Service Employees Association.

Resolution Statement: No. 13-28

The Herkimer County Community College Board of Trustees, at its meeting held on April 23, 2014 passed the following resolution:

WHEREAS, The College Administration has recommended the continuation of the four-day work week program for the summer of 2014; and

WHEREAS, Both the Herkimer County Community College Professional Association and the Herkimer County Unit 7100 of the Civil Service Employees Association have agreed with the terms and conditions of the 2014 program; now, therefore be it

RESOLVED, That the Board of Trustees of Herkimer County Community College authorize the College to operate under a four-day work week starting July 7, 2014 and ending August 1, 2014, in accordance with the Memorandums of Agreement between the Herkimer County Community College Professional Association and the Herkimer County Unit 7100 of the Civil Service Employees Association.

I, Mary Ellen Clark, certify that the above resolution, **No. 13-28**, is true and correct.

Signed: _____
(Secretary to the Board of Trustees)

Dated: April 23, 2014