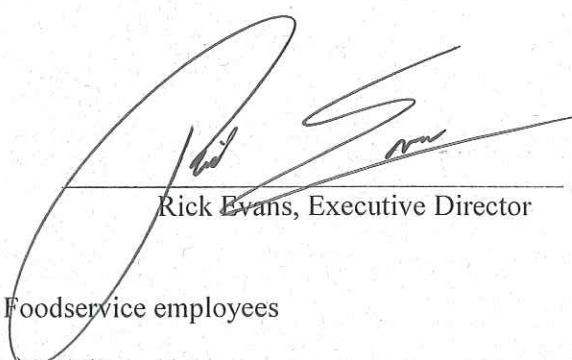




The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Policy Number: CO020

Date: July 1, 2013



Rick Evans, Executive Director

Title: Management of hours for part-time Foodservice employees

Statement

This procedure has two objectives:

1. To ensure part-time Foodservice employees do not work more than 29 hours per week.
2. To ensure that benefited employees on summer layoff, who are brought back to work due to business need, do not work more than ten (10) days per month in May, June, July, and August.

Procedure

1. Normal business periods (September through April):
 - a. Unit Managers and Food Service Managers will not schedule any part-time food service employee more than 29 hours per week.
 - b. Each work day, the Unit Manager or Food Service Manager will check e-time in order to identify any employee who worked beyond his/her scheduled shift length. If any is identified, the Unit Manager or Food Service Manager will adjust the employee's remaining shifts for that week accordingly.
 - c. Oversight - On the first business day following the last day of each payroll period, Commercial Services Associate Directors will check e-time to identify any part-time employee, who may have exceeded 29 hours of work in any given week.
 - i. If a part-time food service employee has been found to exceed 29 hours, the following must occur:
 1. Unit Manager or Food Service Manager at the employee's location will be counseled by the Associate Director.
 2. A reduction in the employee's hours for the next two weeks will be made so that his/her average weekly total will equal less than 29 hours for the four-week period.

2. Summer Layoff Months (May, June, July and August)
 - a. A benefited Food Service employee that is laid off for the summer may not work more than ten (10) days per month in May, June, July and August.
 - b. The Commercial Services Associate Directors will provide the Executive Director a list of employees to be retained for the months of May, June, July and August. The Executive Director must approve each employee.
 - c. After the Executive Director approves the list, Commercial Services Associate Directors will provide the information to the Human Resources and Payroll departments.
3. No employee can be hired or scheduled to work more than 29 hours per week without the written approval of the Executive Director.
 - a. The Food Service Employee Sign-in form will be used to identify an employee working more than 29 hours and must be approved by the Executive Director. The Executive Director will receive a copy of every Food Service Employee Sign-in Form approving full-time status.