

California State University, Northridge

The Tseng College: *Graduate, International and MidCareer Education*

Basic Principles: Developing Multi-Week Work Schedules for International Recruitment and Related Travel, and for the Work Weeks Following Such Travel

International recruitment and related international travel that is part of a staff member's work assignment with the College may require College staff members categorized by the CSU as exempt employees to be away for several weeks at a time and, in some cases, have a schedule that significantly exceeds 40 to 50 hours a week. Given the resource investment in the international recruitment and related travel, it is likely that staff members categorized as exempt may have longer working days during the recruitment trip in question to take advantage of attending conferences, fairs, meetings with prospective international recruitment services providers and partners, and other events while in the country. Staff members in positions categorized by the CSU as exempt are not eligible for overtime pay or the accrual of compensatory time. However, the College will work with those exempt employees to develop a reasonable multi-week work schedule that focuses first on the number of consecutive days worked during travel.

Below is a description of the approach the College will take when developing an appropriate multi-week working schedule during and following assigned international recruitment or related travel time:

- Prior to an international trip, the College staff member will work with his/her supervisor to establish a working schedule for the travel weeks that includes the details of the work schedule each day during travel weeks (including the required travel days), and the same number of weeks following the travel. For example, if an international recruitment trip is scheduled for three weeks, the staff member and her/his supervisor shall agree on a work schedule for a six-week block of time (three weeks of travel plus three weeks following the travel).
- The working schedule during the international recruitment or related trip must include the daily itinerary, indicating all planned work-related commitments and the times scheduled for each of those commitments (e.g., conferences, recruitment or related education fairs, meeting with current or prospective international recruitment services providers and international partners, work-related events, etc.). The working schedule should include an estimated total daily and weekly anticipated hours worked, not counting time spent on emails and office related issues, but including travel time, flights, etc. While a staff member assigned to international recruitment travel may have some non-working time during the trip and/or may wish to take some

personal/vacation time while traveling, this time will not be included in the development of the work schedule for the trip, and will not be counted as working hours. Although the estimated working hours will be reviewed by the supervisor and taken into consideration, scheduled time off will be determined predominantly by the number of consecutive days worked during international recruitment travel, not the number of hours worked per day.

- When possible, weekly schedules during an international recruitment trip should allow some downtime for the staff member traveling (comparable to weekends and/or evenings off), so that the working week schedule while traveling is similar to the number of days the staff member is scheduled to work on average during a working week when not traveling. However, the work-related assignments/duties during the international recruitment or related trip may prohibit the employee from having as much time off during a travel period as they would if working a standard week when not traveling. Further, to take full advantage of the travel time to the benefit of the College and CSUN, it may be necessary to have a very full working schedule while traveling.
- Before developing the fully multi-week working schedule, the supervisor first works with the College's executive director of business operations and finance to review the working schedule during the international recruitment trip in question and, in turn, to determine the number of non-working days to be considered during the weeks following the travel. Once the College's executive director of business operations and finance has approved the number of non-working days to be included in the multi-week working schedule following the international recruitment trip in question, the supervisor and employee will then work together and agree (in advance of the international trip) on appropriate schedule adjustments in the working weeks during and following the international trip (generally, whenever possible, the same number of weeks following the travel as the length of the travel).
- This agreed-upon multi-week work schedule shall be documented in detail (for the travel time and the weeks following) and shared with the College's human resources analyst and the College's executive director of business operations and finance. The staff member and her/his supervisor should also have a copy of the agreed-upon work schedule that can and should be shared with others in the work group in the College, so that colleagues are aware of the staff member's working schedule.
- Whenever possible, the staff member will take the scheduled time away from work following assigned international recruitment travel immediately upon his/her return from travel, to allow for rest and personal time after extended travel. However, it is understood that this may not be possible in many cases because other assignments may require attention (catching up) following their return, and/or the staff member

may have to attend meetings and/or events scheduled in the weeks following international travel.

- If there is a needed schedule adjustment over the multi-week period to achieve the appropriate average working days per week during that multi-week period, any days and/or partial days away from work must be scheduled and used by the staff member within the applicable time block following the international travel as described above. As mentioned above, CSU employees categorized as exempt are not eligible for overtime pay, nor can they accrue compensatory time that is recorded for more flexible later use.

California State University Northridge

SAMPLE WORKING SCHEDULE

Brazil and Region International Recruitment Travel Detailed Working Schedule, April 2018

Traveler: <Name>

EducationUSA Spring Roadshow (7 cities): Student fairs and high school visits (12-18 high schools)

Agency trainings and student presentations: YES Intercambio, N&M Intercambios, Egali Intercambios, STB, Daqui Pra Fora, CI Intercambio and others

University, Government and partner visits (current and prospect): IBS, UFABC, Grupo Positivo (Universidade Positivo e Colegio Positivo), Grupo Andrade Martins, SENAC, PUC MG, PUC Campinas, Goais sem Fronteiras, , UNIP, Grupo SER and others

Daily Working Schedule

Sunday, April 1 – flight from Los Angeles to Sao Paulo (arrive in SP on April 2) – *flight time including transportation time to and from airport (total of 12+5=17 hours) - (total working hours – 17)*

Monday, April 2 –flight from Sao Paulo to Fortaleza (land in Fortaleza early evening) – *flight time including transportation to and from airport (total of 4+3=7 hours) - (total working hours -- 7)*

Tuesday, April 3 – Fortaleza (*total working hours -- 11*)

8:30 am to 12:30 pm- Meeting with UNIFOR, EducationUSA office training at UNIFOR and tour of their innovation center

2:30 pm – 4:00 pm – EducationUSA Fair set up

4 pm – 5pm – Opening Remarks by Consulate Officials

5 pm – 9 pm – EducationUSA Fair

Wednesday, April 4 – Fortaleza - (*total working hours -- 10*)

7 am – meet at lobby to depart for high school visits

7:30 am to 9:30 am – Colegio Farias Brito

10:00 to 12 pm – Colegio Ari de Sa

Flight from Fortaleza to Recife (land in Recife late afternoon) - *flight time including transportation to and from airport (total of 2+3=5hours)*

Thursday, April 5 – Recife - *(total working hours -- 12)*

7:30 am – meet at lobby to depart to ABA Global Educaiton Recife and EducationUSA office

8:30 am to 10:30 am – meet and greet reception with U.S. Consulate/Recife and Brazilian Universities (Recife Binational Center)

10:45 am to 1:30 pm – high school visit and fair – Colegio Equipe

3 pm – 4:00 pm – EducationUSA Fair set up

4 pm – 5pm – Opening Remarks with Consul General John Barrett (U.S. Consulate Recife)

5 pm – 9 pm – EducationUSA Fair

Friday, April 6 – early flight from Recife to Belo Horizonte (land around lunchtime) - *flight time including transportation to and from airport (total of 3+4= 7 hours) - (total working hours -- 14.5)*

1:30 pm – 4 pm – high school visit and fair – Escola Americana de Belo Horizonte (EABH)

4 pm – 6 pm – Meeting at PUC Minas and EducationUSA office

7 pm – 9 pm – dinner with US Commercial Office in Belo Horizonte

Saturday, April 7 – Belo Horizonte - *(total working hours -- 8.5)*

9:00 am to 10:00 am – Meeting with Andre Carvalho (SENAC) and GRUPO RENOVA

10:30 am to 11:30 am – Meeting with Roberto from GRUPO ANDRADE MARTINS

12:00 pm to 1 pm – EducationUSA Fair set up

1 pm to 2 pm – Opening Remarks by US Consul General in Belo Horizonte

2 pm to 6 pm – EducationUSA Fair

Hours worked Sunday to Saturday: Week 1 - total of 80 hours worked

Sunday, April 8 –flight from Belo Horizonte to Cuiaba – no direct flight (land in Cuiaba mid-afternoon) - *flight time including transportation to and from airport (total of 4+5 = 9 hours) - (total working hours -- 11)*

5 pm to 7 pm – meeting with EducationUSA team in Cuiaba (new office/new team)

Monday, April 9 – Cuiaba - *(total working hours -- 13.5)*

6:30 am – Meet at the lobby

7 am – 8:30 am – Universidade Federal do Mato Grosso – UFMT

8:30 am to 10:30 am – Issac Newton High School – CIN

11:00 am to 1 pm – Meeting with Local State Government, IFMT, UFMT and UNEMAT Representatives at Rectory Facilities

3 pm – 4:30 pm – Fair table set up and organizing materials at fair venue

4:30 pm to 5:30 pm – Opening Remarks by Rita Moriconi – REAC EducationUSA and officials

5:30 pm to 10 pm – EducationUSA Fair (first time in Cuiaba)

Tuesday, April 10 – flight from Cuiaba to Campinas (arrive in Campinas lunchtime) - *flight time including transportation to and from airport (total of 2.5+4.5= 7 hours) - (total working hours --14)*

2 pm – 3 pm – Fair table set up and organizing materials at fair venue

3 pm to 4 pm – Opening Remarks new EducationUSA advisor Campinas and Brazil country coordinator

4 pm to 9 pm – EducationUSA Fair

Wednesday, April 11 –afternoon flight from Campinas to Curitiba (arrive in the early evening) - *flight time including transportation to and from airport (total of 1.5 +4 = 5.5 hours) - (total working hours -- 10)*

7:30 am – Meet at hotel lobby

8:00 am to 9:30 am – high school visit: Colegio Renovatus Campinas

10 am to 11:30 am – High school visit: Santanna International School Vinhedo

12 pm – depart to airport to fly to Curitiba

Thursday, April 12 – Curitiba - *(total working hours -- 10)*

10 am to 12 pm – Meeting at Nucleo de Relacoes Internacionais FAE – EducationUSA office training

1 pm to 3 pm – High school visit – Colegio Marista Paranaense – Grupo Educacional Bom Jesus

3:30 pm to 4 pm – Fair table set up

4 pm to 9 pm – EducationUSA Fair

Friday, April 13 – Curitiba - *(total working hours -- 12.5)*

8 am to 10:30 am – high school visit and fair – SESI Internacional

11 am to 1:30 pm – high school visit and fair – Positivo Internacional

3 pm to 7 pm – Feira de Internacionalizacao at Marista School (set up and mend booth)

8 pm – 10 pm – dinner with YES Intercambio team

Saturday, April 14 – Curitiba - *(total working hours -- 8)*

9 am to 1:30 pm – Feira de Internacionalizacao at Marista School (set up and mend booth)

3 pm to 5 pm – Reuniao parceria Universidade Positivo, CSUN, Australia Poli Atmc Graduacao e Mestrados – YES office

5 pm – 6:30 pm – Meeting and training with Diogo and Mateus at YES intercambio

Hours worked Sunday to Saturday: Week 2 total of 79 hours worked

Sunday, April 15 – flight from Curitiba to Sao Paulo (land in SP late afternoon) - *flight time including transportation to and from airport (total of 1+4 = 5 hours) - (total working hours -- 8)*

9 am to 11:30 am – high school visit and fair – International School of Curitiba

12 pm – depart to airport for Sao Paulo

Monday, April 16 – roundtrip drive from Sao Paulo to Santo Andre/San Bernardo - *(total working hours -- 7.5)*

9:30 am to 11 am – drive to UFABC

11:00 am to 2 pm - University visit and meeting with International Relations office at UFABC

2 pm to 3 pm – meeting with Carlos at UFABC (diretoria internacional)

3 pm to 5 pm – drive back to Sao Paulo

Tuesday, April 17 – Sao Paulo - *(total working hours -- 8)*

6:30 am to 8 am – Virtual Education with Nigeria (event booked with the US Commercial Office)

10 am – 12 pm – Meeting at IBS Americas – finalize summer programs

1:30 pm to 2:30 pm – Presentation to IBS Americas students for January 2019 groups

3 pm to 4:30 pm – recording testimonials at the IBS Americas studios

5 pm to 6 pm – Meeting with Ricardo on International Business College (new undergraduate university IBS is launching with MEC approval from 2019)

Wednesday, April 18 –roundtrip drive from Sao Paulo to Campinas - *(total working hours -- 10)*

10 am – 12 pm – travel time to Campinas

12 pm – 4:30 pm – Meeting at PUC Campinas, Academic Colleges and Campus Tour of their 3 campuses on potential partnership

5 pm to 6 pm – Meeting and training with EducationUSA office staff in Campinas

6 pm to 8:30 pm – travel time back to Sao Paulo

Thursday, April 19 – Sao Paulo - *(total working hours -- 10.5)*

8:30 am to 10:30 am – Meeting with Egali Intercambios in Sao Paulo

11 am to 1 pm – Meeting with CI Intercambios – explore partnership

2 pm to 5 pm – Meeting and training staff of N&M Intercambios

5:30 pm to 8 pm – student presentation at N&M Intercambios and Q&A about CSUN

Friday, April 20- Sao Paulo - *(total working hours – 10)*

9 am to 11 am – Meeting and training at Daqui Pra Fora agencia Intercambios

12:30 pm to 2:30 pm – Meeting at STB Intercambios

3:30 pm to 5 pm – Meeting at UNIP – universidade

6 pm to 8 pm – Meeting at FEA (with N&M Intercambios)

Saturday, April 21 – flight from Sao Paulo to Los Angeles (end of the day) - *flight time including transportation to and from airport (total of 13+5=18) - (total working hours -- 18)*

Hours worked Sunday to Saturday: Week 3 total of 72 hours worked

Sunday, April 22 – arrive in Los Angeles in the morning *(no hours worked)*