

**Montclair State University**  
**and**  
**CWA, Local 1031**  
**Modified Work Schedule – Summer Season 2024**

1. All CWA personnel who are assigned a 35-hour work week shall be eligible to work an extended day/four-day schedule for the weeks specified in the Appendix (attached) during the months of June, July and August (partially) 2024 (“Summer Work Schedule”). The Summer Work Schedule will not be followed during the weeks which include the July 4<sup>th</sup> Holiday and the Juneteenth Holiday, respectively. All personnel shall follow their normal work schedules during the aforementioned holiday weeks.

2. Provided that an employee meets the requirement of a 35-hour workweek, there will be two (2) options for work hours during the Summer Work Schedule period: (1) 8:00AM – 5:30PM; or (2) 7:30AM – 5:00PM. Both work hours options include the sixty (60) minute lunch break. Employees shall consult and reach mutual agreement with their supervisors as to the scheduling of one 15-minute break during either the morning or afternoon.

3. Each employee shall communicate their preferred Summer Work Schedule option to their supervisor and gain approval prior to the commencement of the Summer Work Schedule. The Supervisor will work with all affected employees in the unit to reach a mutually satisfactory schedule which meets the operational needs of the unit. Whichever Summer Work Schedule option is determined, the employee will follow that option for the duration of the ~~2023~~ <sup>2024</sup> Summer Work Schedule.

4. The Summer Work Schedule shall be Monday through Thursday. Exceptions to the Summer Work Schedule will be in effect where operational need requires such exceptions. Specific modifications will provide for staggering the schedule to be either Monday through Thursday, or Tuesday through Friday, or by other arrangement between management and the employee(s).

5. Sick leave, vacation days and personal days shall be charged at the rate of 1 ¼ days (8.75 hours), per day of absence for days taken during weeks in which the employee is working according to the summer work schedule.

6. All other terms and conditions contained within the Contract between the State of New Jersey and the Communications Workers of America shall remain in effect.

7. The Term of this Agreement shall be in effect Monday, June 3, 2024 through Friday, August 9, 2024.



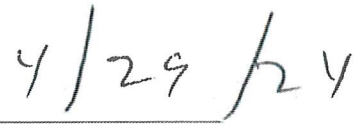
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Montclair State University – Carly Hamilton

\_\_\_\_\_  
April 29, 2024

Date



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CWA, Local 1031



\_\_\_\_\_  
Date

Appendix  
**2024 – Weekly Summer Work Schedule**

Effective the Week(s) of:

June 3, 10, 24  
July 8, 15, 22, 29  
August 5

Regular Work Week Schedule:

June 17, 2024 – (Monday – Thursday) as Friday, June 21<sup>st</sup> is an observed Holiday (Juneteenth)

July 1, 2024 – (Monday – Wednesday; and Friday) as Thursday, July 4<sup>th</sup> is an observed Holiday (Independence Day)

