

Pearl

THE EVERGREEN STATE COLLEGE

May 19, 1972

M E M O R A N D U M

TO: Don Humphrey
FROM: DTF on 4-day, 40-hour week
SUBJECT: Summer Schedule

The DTF has completed its deliberations on a 4-day work week for the period beginning June 16 and continuing to September 1. It has agreed that such a schedule is feasible for the academic area clerical personnel under the following plans and conditions:

- (1) Two secretarial aides will be available full time this summer on a work-study basis; these aides will rotate by a pre-arranged schedule to various program offices where coverage is needed. A handyman will be available to cover the equipment and accounting office.
- (2) Secretaries in the deans' offices are able to cover phones and offices for each other, therefore do not need aides for days off.
- (3) Of the 11 office personnel involved, 4 will take Monday off, 2 will take Wednesday off, and 5 will take Friday off.
- (4) Regular office hours will be from 7 a.m. until 5:30 p.m., with 1/2 hour for lunch.
- (5) Vacation plans will not significantly alter the schedule, although offices may be covered on a limited basis during vacation times. This will occur during a quiet time on campus and should not cause problems.

Everyone in the academic area has indicated that they would participate in the summer trial proposed. The following tentative schedule can be altered to fit special circumstances as they arise.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|---------------|----------------|------------------|-----------------|---------------|
| Charlotte | all | Charlotte | all | Eileen |
| Claire | here- | Eileen | here- | Jan |
| Helen | | Jan | | Helen |
| Richard | aides | Richard | aides | Pearl |
| Janis | cover | Claire | cover | Chris |
| Cheryl | vacations | Cheryl | vacations | Janis |
| Pam | of | Pam | of | (Charlotte) |
| (Eileen) | program | Chris | program | (Richard) |
| (Jan) | secs. | Pearl | secs. | (Claire) |
| (Pearl)-aide | | (Helen)-handyman | | (Cheryl)-aide |
| (Chris)-aide | | (Janis)-aide | | (Pam)-aide |

cc: Carl Brown
All academic clerical personnel