



YOUR RIGHT TO REASONABLE WORKLOAD & WORK SHIFTS

When the CSU's budget gets tight, more work gets distributed to fewer workers. Employees find themselves working unreasonable hours to compensate for management's decisions to create short staffing; management does this by not rehiring temporary employees or not replacing permanent employees who retire or quit. The result is heavier workloads for remaining employees.

Many exempt* employees are pressured to work long hours and long work weeks without any compensating adjustment to their schedule. Compensating time or hour adjustments are in the University's policy and are incorporated into the CSU/CSUEU contract.

Many non-exempt* employees work uncompensated hours. They work through breaks and lunches. They come in early or stay late without receiving overtime compensation. These practices are illegal under state and federal law and under our contract. If an employee works overtime, the CSU has a legal duty to pay the employee for that work. There is no such thing as "unofficial overtime".

All employees have the right to a reasonable workload and to work reasonable hours. There are no 24/7 shifts at the CSU! [Article 18.10]

Your Right to an Accurate Description of Duties

You have the right to an Individualized Position Description that is an accurate reflection of your assigned duties. [Article 17.9] This is your protection against unreasonable work expectations. All of your duties should be able to fit within a normal work week. Your Position Description must be provided within one week of hire or within 30 days of your request as a current employee [Article 17.9], and you have the right to meet with your supervisor to discuss the position description and duties. [Article 17.10]

Your Right to Compensated Time

For non-exempt employees, any work over 40 hours in a seven-day period (including paid vacation, CTO or sick leave) must be compensated as overtime and credited at time-and-one half, either as premium pay or compensated time off (CTO). [Article 19.3] If your supervisor knows you are working, s/he must officially record and pay that time. When an employee earns over 120 hours in a calendar year, the CSU must pay the overtime. [Article 19.11] Overtime that is not recorded in payroll ("informal CTO") is illegal. You are entitled to a meal period of at least 30 minutes [Article 18.19], during which you are both completely relieved of your duty and free to leave your work station [Article 18.20]. You have the right to rest periods of 15 minutes for each four hours worked. [Article 18.22] If you work more than two hours before or after your normal shift, you are entitled to a meal break and allowance. [Article 19.15]

For exempt employees, there are no fixed, minimum or maximum hours in workday or work week. [Article 18.7] Exempt employees are expected to accomplish assigned tasks without regard to the numbers of hours worked. However, when it is necessary for exempt employees to work extended hours, managers may authorize informal adjustments in work hours. [Article 18.6] Employees should request that managers adjust the hours in writing. The normal workweek for all employees consists of five days, beginning on Monday and ending on Friday. [Article 18.10]

The contract was modified in January, 2008, to include workload as one of the criteria for which bonuses can be awarded. [Article 20.38e]

Your Right to Union Assistance and Representation

You have the right to CSU-paid release time to discuss these issues with your union representative. [Article 7.45 and 8.30] Know your rights and enforce your rights. You will help yourself and your coworkers. You will discourage the university from failing to hire sufficient staff, pay the required wages, and classify employees at the appropriate level.

The contract is on the CSUEU website: www.csueu.org (See Bargaining - Contracts).

* "Exempt" employees are employees who are exempt from, or not covered by, the Fair Labor Standards Act (FLSA), such as faculty and other professional positions that are salaried and do not receive overtime. "Non-Exempt" employees are "hourly" employees who are entitled to receive overtime compensation.

If you think your rights have been violated, contact your local CSUEU steward

