

**Montclair State University
And
AFT Local 1904, AFL-CIO
Modified Work Schedule – Summer Season 2025**

1. All Professional Staff and Librarians 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 2025 ("Summer Work Schedule"). The Summer Work Schedule will not be followed during the weeks which include the July 4th Holiday and the Juneteenth Holiday, respectively; all personnel shall follow their normal work schedules during those weeks.
2. Provided that an employee meets the requirement of a 35-hour workweek, there will be two (2) options for work hours during this Summer Work Schedule period: (1) 8:00AM – 5:30PM; or (2) 7:30AM – 5:00PM. Both work hours options include the forty-five (45) minute lunch break.
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 2025 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). Sprague Library is an unusual five-day per week schedule with coverage Monday through Thursday and Saturday. The schedule for Sprague Library will be developed in a manner consistent with past practice.
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. This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.

7. The Term of this Agreement shall be in effect June 2, 2025 through August 8, 2025.



Montclair State University – Meredith Gatzke
Vice President, Chief Human Resources Officer, Montclair State University

5/5/25


Date

Alex Sperling

AFT Local 1904 - Alex Sperling
Professional Staff Local Negotiations Coordinator

5/1/2025

Date



AFT Local 1904 - Hugh Curnutt
Vice-President for Negotiations

5/1/2025

Date

Appendix
2025 – Weekly Summer Work Schedule

Effective the Week(s) of:

June 2, 9, 23

July 7, 14, 21, 28

August 4

Regular Work Week Schedule:

June 16, 2025- (Monday- Thursday) as Friday, June 20th is an observed Holiday (Juneteenth)

June 30, 2025 - (Monday - Thursday) as Friday, July 4th is an observed Holiday
(Independence Day)