

## Proposed 40-Hour Workweek Frequently Asked Questions

West Virginia University has a goal of paying all of its employees at their respective market level. While regional employers operate with a 40-hour workweek, WVU only works 37.5 hours. If WVU is to be competitive in the regional labor market, hourly wage rates should be equal to the market rate and the workweek increased to 40 hours. Unless both of these items are achieved, the University will be unable to offer competitive salaries to retain and recruit the work force needed to achieve the institution's goals.

An additional benefit is created through a significant increase in employee productivity. This additional productivity will allow the university to reduce its workforce in order to pay the extra payroll costs associated with implementing a 40-hour work week plan. It is important to note that no active employees will be laid off as the savings will come from position vacancies and retirements.

Hourly paid employees will, on average, earn 6.67% more money based on a full-time schedule which is represented as 1.0 FTE (full-time equivalent). An employee can calculate his individual salary increase by multiplying his hourly wage rate times 130 hours.

**Q. Will all employees -- classified staff, hourly non-exempt, salaried exempt, non-classified staff and faculty -- be expected to work the 40-hour work week?**

**A. All employees who work a full-time schedule (1.0 FTE) will be expected to work 40 hours per week. Salaried classified staff, non-classified staff, faculty equivalent, academic professionals and faculty will continue to work as necessary to meet their job responsibilities.**

**Q. How will exempt (salaried) employees be compensated for the additional hours worked from 37.5 hours to 40 hours?**

**A. At this time, it is not anticipated that salaried exempt employees will receive any additional compensation. However, this issue is subject to an ongoing discussion as this process develops.**

**Q. Will annual leave and sick leave accruals be adjusted accordingly?**

**A. Yes. All future accruals will be based upon an 8-hour workday (for 1.0 FTEs) instead of 7.5 hours. Leave accruals for less than 1.0 FTEs will continue to be prorated (See addendum: 'Leave Accrual Rates/Holiday Hours Based on 40 hour workweek')**

**Q. Will current leave balances be adjusted to reflect an 8-hour basis instead of 7.5 hours?**

**A. Yes. When the 40-hour workweek is implemented, the annual leave and sick leave balances will be adjusted based upon a 40-hour work week instead of the 37.5 hours earned accumulation. In general terms, all leave balances will be increased to the same hourly rate that will be used when leave is taken.**

**Example:**

**A 1.0 FTE employee who has an annual leave balance of 37.5 hours must presently use 7.5 hours of leave to take a day off. When we move to the 40 hour workweek, this employee will have to use 8 hours of annual leave to take a day off. This employee's annual leave balance of 37.5 hours will be adjusted to 40.0 hours to ensure the employee can take the same amount of time off (in this example - 5 days).**

**Q. Will employees be given the choice to work either the 37.5 hours or 40 hours per week?**

**A. No. There will be one standard basis for the workweek – 40 hours. The complexity of operating two systems (allowing some employees to work 37.5 hours per week and others to work 40 hours per week) would be too burdensome operationally and financially to maintain.**

**Q. What flexibility will one have in setting their new hours?**

**A. An employee's work schedule is determined by his/her supervisor. Supervisors will be strongly encouraged to be as flexible as possible in setting employees' schedules, while recognizing their obligations to meet a unit's responsibilities.**

**Q. If the schedule remains 8:15 a.m. - 4:45 p.m. will the lunch break be reduced to 30 minutes?**

**A. No, employees will need to work with their supervisor in establishing the new work schedule for their area. Operational needs will influence the schedule. However, supervisors will be encouraged to develop schedules that are flexible, but capable, of meeting area responsibilities.**

**Q. How will this proposal affect our regional campuses?**

**A. All campuses will be required to work the 40-hour workweek.**

**Q. How will this affect part-time staff?**

**A. Part-time staff can continue to work the same number of hours per week with their supervisor's approval. (The FTE will be changed to reflect the percentage of hours worked in the 40-hour work week, 1.0 FTE.)**

**For example:**

**A .60 FTE employee who presently works 3 days per week (22.5 hours per week) may be allowed (based upon the supervisor's approval) to continue to work 22.5 hours per week. However, since the new workweek will be 40 hours, this employee's FTE will now become .56 FTE (22.5 / 40).**

**Q. How will the increased pay affect what we pay for insurance premiums to PEIA?**

**A. PEIA insurance premiums are based on an incremental rate scale, which is linked to an employee's salary. As such, any change in salary could result in a PEIA insurance premium increase.**

**Q. What approvals are required before the 40-hour workweek can be implemented?**

**A. This change will require approval by both the WVU Board of Governors and the WV Higher Education Policy Commission (HEPC).**

**Q. When would the 40-hour workweek be implemented?**

**A. The exact implementation date will be determined once approvals are obtained and the "time, entry, leave" system can be reconfigured to accommodate a 40-hour workweek.**

**Q. Will the official hours of the University change from 8:15 a.m. – 4:45 p.m. to 8:00 a.m. – 5:00 p.m.?**

**A. Yes, the official operating hours for all university units will become 8:00 a.m. to 5:00 p.m. However, if unit operations permit, supervisors are encouraged to be flexible with employees' beginning and ending work schedule times.**

## Addendum

### Leave Accrual Rates/Holiday Hours based on 40 hour workweek

Examples below are for an employee earning annual leave at the rate of 24 days per year and sick leave at 18 days per year.

Currently **1.00 FTE** - employee works 37.5 hours per week (hpw)

Employee's current accrual rate is 7.50 hours annual leave per pay cycle (maximum of 180 hours) and 5.625 hours sick leave per pay cycle.

Under a 40 hour workweek for this same employee the following will occur:

- 1) **Remain 1.00 FTE**, which increases working hours to 40 hpw. Leave accruals increase from 7.50 hours annual leave to 8.00 hours per cycle with a new maximum of 192 hours and from 5.625 hours sick leave to 6 hours per pay cycle. Holiday pay would increase as well from 7.50 hours per holiday to 8 hours per holiday.

Currently **.80 FTE** - employee works 30 hours per week (hpw)

Employee's current accrual rate is 6 hours annual leave per pay cycle (maximum of 144 hours) and 4.50 hours sick leave per pay cycle.

Under a 40 hour workweek this same employee has the following possibilities:

- 1) **Remain .80 FTE**, which increases his/her working hours to 32 hpw. The leave accruals increase from 6 hours annual leave to 6.40 hours per cycle with a new maximum of 153.60 hours and from 4.50 hours sick leave to 4.80 hours per pay cycle. Holiday pay would increase as well from 6 hours per holiday to 6.40 hours per holiday.
- 2) **OR Remain at 30 hpw**, which only changes the employee's FTE to .75 FTE. The leave accruals and holiday pay would remain the same as current.

Currently **.60 FTE** - employee works 22.50 hours per week (hpw)

Employee's current accrual rate is 4.50 hours annual leave per pay cycle (maximum of 108 hours) and 3.375 hours sick leave per pay cycle.

Under a 40 hour workweek this same employee has the following possibilities:

- 1) **Remain .60 FTE**, which increases his/her working hours to 24 hpw. Their leave accruals increase from 4.50 hours annual leave to 4.80 hours per cycle with a new maximum of 115.20 hours and from 3.375 hours sick leave to 3.60 hours per pay cycle. Holiday pay would increase as well from 4.50 hours per holiday to 4.80 hours per holiday
- 2) **OR Remain at 22.50 hpw**, which only changes the employee's FTE to .56 FTE. The leave accruals and holiday pay would remain the same as current.