

Oklahoma State University
Stillwater, Oklahoma



Energy Services
4 X 10 Work Schedule
UTIL Production – Maintenance Mechanics
Distribution Systems – Electrical, Locates, Utilities

Central Plant, Bldg 0282
510 N. Washington Stillwater, Oklahoma 74078-8026
Energy Services Administration: 405.744.7131

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This Energy Services proposed 4x10 work schedule is a 3-month pilot program developed and implemented specifically for Distribution Services (Electrical, Utilities, and Locates) and Utilities Production Maintenance Mechanics organizations.

This pilot program is considered “All Go” or all staff, supervisors and managers agree.

This pilot program is expected to begin on September 30, and it will be evaluated along the way through mid-December, at which time it will be determined favorable to continue or not.

If this program proves to be successful and achieves the anticipated (or other unanticipated) benefits for staff and the department, then it may be extended to other interested Energy Services organizations.

At any time the 4x10 work schedule is deemed unfavorable to staff or the department, it may be cancelled and the work schedule returned to 5x8.

Below are criteria that outline the critical points of a 4x10 work schedule.

Benefits to Staff	Benefits to Department
Routine 3-day weekend, i.e. each week will include a “golden day” of Monday or Friday	Staff coverage for 50 hours/week w/out scheduled overtime versus traditional 40 hours/week
Fuel savings of only driving to campus 4-days each week	Greater staff satisfaction may lead to more enthusiastic staff engagement
Option for more congregated family time or personal time for other activities	Added benefit for attracting new personnel when vacancies occur
Costs to Staff	Costs to Department
Depending on start/end time – driving during dark hours	Greater demand on supervisors and managers to plan work
Potential for increased child care costs	Potential “Golden Day” short staff liability
Potential disruption of ride-share schedules	Staff unplanned sick leave
Limited Monday and Friday scheduled absences	
Planning for health and annual leave	

SPECIFIC TOPICS ADDRESSED

1. University Wide Administrative Leave

a. Unplanned

- i. When declared for a full day during the work week, Admin Leave covers the full shift of anyone scheduled to work within that day.
- ii. When declared for a partial day during the work week, Admin Leave begins at a designated time and covers the remainder of the full shift of anyone scheduled to work within that day. NOTE: this discussion does not cover how admin leave is applied to shifts that cross over weekends when admin leave is declared on a Friday or a Monday.
- iii. Consecutive days of unplanned admin leave follow the same guidelines as set forth for full and partial days.

- b. Planned
 - i. During weeks when a holiday or planned University wide admin leave is scheduled, all staff on a 4x10 work schedule will switch to work a 5x8 schedule for that week.
 - ii. Admin leave will compensate for 8-hours of work each admin day.
 - iii. This does not apply to staff who are scheduled for 8-hour and 12-hour shifts, as they are covered by admin leave for the total number of their shift hours on these designated days.
- 2. Standby
 - a. The only change to standby procedure on the 4x10 schedule is that Thursday becomes the standby shift change day instead of Friday.
 - b. Otherwise, additional standby hours and standby duties remain the same.
 - c. Vehicles used for standby on the weekend must be preapproved by the Org Supervisor to ensure proper vehicles and tooling are available for on-duty staff.
- 3. Emergency Response
 - a. The University’s vulnerability to emergency outages on the 4x10 schedule will be the same as it is on a 5x8 schedule as of 5PM daily, and nights and weekends.
 - b. Staff will continue to answer and respond to calls on their personal cell phones for assistance in emergency outages.
 - c. Cross-training is planned to enhance overall staff expertise and skill for greater efficiency in meeting the work load during regular shifts and during emergency situations.
- 4. Sick and Annual Leave and Break Times
 - a. Staff are asked to schedule medical appointments on Tuesday/Wednesday/Thursday whenever possible, or on their “golden” Monday or Friday.
 - b. Staff must request and supervisors must approve annual leave in advance (two weeks minimum is advised).
 - c. Supervisors are responsible to appropriately reassign work-loads when crews are short staffed due to planned or unplanned leave.
 - d. Break time (rest period) guidelines are as per University policy 3-0713.6.01 stating one 15-minute rest period in each half of a work shift.
 - e. A minimum 30-minute lunch break in the middle of a work shift is mandatory.
- 5. Retirements, Resignations and Vacancies
 - a. Supervisors and Managers are responsible to plan ahead for anticipated vacancies due to retirements and resignations
- 6. Trainings
 - a. Trainings are scheduled for Tues/Weds/Thurs so that all staff may attend
- 7. Proposed 4x10 Schedules
 - a. UTIL PROD Maintenance Mechanics: 6:00 AM – 4:30 PM
 - b. UTIL DIST 7:00 AM – 5:30 PM
 - c. ELEC DIST 7:00 AM – 5:30 PM
 - d. UTIL Locates 6:30 AM – 5:00 PM