

Labor Relations Guidance to Managers

Founders Day

October 5, 2016

Context

In what we hope will be a new tradition at Yale, we will again celebrate the founding of the University. This year, Founders Day will be celebrated on Wednesday, October 5. The day will include four 30-minute “drop-in” events with President Salovey at the Medical School, Beinecke Rare Book Library for all library staff, 344 Winchester for dining, facilities, YPPS and BRBL technical staff, and Yale Health Plan (to include YPD and Security).

Two drop-ins will take place in the morning and two will take place in the afternoon. More than 15 open houses will take place across the central, Medical, and West campuses from 11:00 am to 3:00 pm and there will be a mid-day celebration from 11:30 am-1:00 pm. Staff, faculty, and students are invited to all events.

Advice on Drop-In Meetings and Open Houses

1. The drop-in meetings will occur during work hours and could present some challenges in balancing the desire to allow as many of our staff, including bargaining unit employees, to attend without disruption to our ongoing operations.
2. We encourage managers and supervisors to begin discussions with staff once the drop-in meetings are announced to determine how we can best accommodate staff attendance. We encourage as much flexibility as possible. One suggestion is to stagger coverage, allowing two very short shifts during the drop-in. Staff may have other ideas as well.
3. Participation in drop-in meetings should be treated as department-paid work time, provided that the staff member is normally scheduled at that time. We would not expect that attendance at these events lead to the payment of overtime as hours worked, so some review and preparation ahead of time is key to scheduling.
4. A number of the open houses have been scheduled during the middle of the day to allow staff to take advantage of the lunch hour to attend. In some instances, staff may request to attend an open house on work time. Those requests should be treated in the same manner as any other request for training or development, taking into account operational needs and appropriateness for staff development. Staff may also request Paid Time Off (PTO) to attend these events, and those requests should be treated as any other request for PTO, taking into account operational needs.
5. The celebration has also been scheduled for the middle of the day in the hopes of allowing as many staff to attend as wish to.
6. If you have questions about coverage, please contact your HR Generalist or reach out directly to Claire Brennan, Associate Director, Labor Relations, 203-432-9824.