



**University of Massachusetts Amherst**  
**Human Resources**  
330 Whitmore Administration Building  
181 President's Drive  
Amherst, MA 01003

phone: 413.545.0380  
fax: 413.545.0483

## **M E M O R A N D U M**

To: Deans, Directors and Department Heads

From: Juan A. Jarrett  
Assistant Vice Chancellor for Human Resources

Subject: PSU Unit A Work Week Conversion to 37.5 hours

Date: December 27, 2006

---

The 2004 - 2007 Professional Staff Union (PSU) Unit A collective bargaining agreement established a standard work week for all PSU Unit A professional staff of 37.5 hours per week. Implementation of the 37.5 work week was delayed to allow completion of the payment of retroactive salary increases this year. I am pleased to report that Human Resources has completed changes in the HR/payroll system necessary to implement the 37.5 hour work week for time and attendance reporting. All HR/payroll system records for full-time and part-time PSU Unit A staff have been converted to reflect the new work week schedule of 37.5 hours per week. This change to a 37.5 work week for PSU Unit A represented staff is effective this current bi-weekly pay period (12/24/2006 through 1/6/2007). Departmental timekeepers have been instructed to begin reporting time based on the updated work schedules starting this current bi-weekly pay period.

The current vacation accrual cap of 512 hours will remain in effect until the end of November 2007 to allow staff time to reduce their vacation accruals to the new cap of 480 hours. The new cap will go into effect in December 2007.

Please contact Nick Marshall in Labor Relations if you have any questions about specific changes to work week schedules for PSU Unit A represented staff.