

Flexible Work Schedule Agreement Form

This flexible work hours agreement is established between...

and

DEPARTMENT NAME

EMPLOYEE NAME

TERMS OF EMPLOYMENT

The employee’s participation in a Flexible Work Schedule is entirely voluntary and is available only to employees deemed eligible at the department’s sole discretion. The University will not be held responsible for costs, damages, or losses resulting from cessation of participation in a Flexible Work Schedule program. This agreement is not a contract of employment between the University and the employee, does not provide any contractual rights to continued employment, and does not legally alter the at will employment policy of the University. It does not alter or supersede the terms of the existing employment relationship. The employee’s supervisor must approve overtime requests (for non-exempt employees) and use of leave time (for all employees).

LENGTH OF COMMITMENT & REVOCABILITY

This Flexible Work Schedule Agreement will begin on the date indicated in this agreement. Should the employee or employer wish to terminate the agreement, 10 business days advance notice is required. This agreement is subject to termination at any time if University or departmental goals are not being met. Exceptions to the 10-business day cancellation may be approved on a case-by-case basis.

AVAILABILITY

Employee agrees to structure their time to ensure availability at required meetings or in order to perform assignments as designated by the supervisor that may conflict with the established Flexible Work Schedule. A department may require that the employee convert back to a 5 day/40 hours schedule during the week(s) they are to be available at required meetings or in order to perform assignments.

HOLIDAY SCHEDULE CONSIDERATIONS (WHILE WORKING COMPRESSED WORKWEEKS)

University holidays are based on an 8-hour day. For this reason, when an observed holiday falls on an employee’s 9 or 10-hour workday, only 8 of those hours can be charged as holiday. The remaining hour(s) must be taken as vacation; OR an employee may revert to a 5 day/8-hour schedule for the holiday week only; OR work the hours on other day(s) during that workweek.

VACATION / SICK LEAVE CONSIDERATIONS (WHILE WORKING COMPRESSED WORKWEEKS)

Standard daily work hours (within a compressed work week schedule) will be charged when taking accrued vacation and sick leave. For example, an employee working 4 ten-hour days, and having vacation or sick time falling within the compressed work week, will be charged 10 hours, or allowed to adjust schedule for the week.

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

TITLE

SUPERVISOR NAME

START DATE OF FLEXIBLE WORK SCHEDULE

FLEXIBLE WORK SCHEDULE OPTIONS

COMPRESSED WORKWEEK

STEP 1: INDICATE TYPE OF COMPRESSED WORKWEEK

10-HOUR WORKDAY FOR 4 DAYS WITH ONE DAY OFF PER WEEK

9-HOUR WORKDAY WITH 1/2 DAY OFF ONCE A WEEK

STEP 2: INDICATE YOUR SCHEDULE

WHAT HOURS WILL YOU WORK?

START TIME: END TIME:

WHAT IS YOUR OFF DAY?

M

T

W

TH

F

FLEXTIME

FLEXIBLE START/END TIMES FOR 8-HOUR WORKDAY:

START TIME: END TIME:

FLEXIBLE LUNCH PERIOD:

30-MINUTE LUNCH

45-MINUTE LUNCH

By signing this agreement, I certify I have reviewed, understand, and agree to abide by the department's Flexible Work Schedule Agreement guidelines, including, but not limited to, specific provisions addressing: (a) work hours and accessibility; (b) performance expectations; and (c) revocability of the agreement.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____