



Alternative Work Schedule Agreement

(For use when there is no reduction in FTE)

The purpose of this agreement is to outline the conditions of granting an alternative work schedule for

_____.

The operational justification for this agreement is as follows:

Effective _____ will revert from a normal work schedule (five (5) eight-hour days per week) to a schedule of:

The granting of this "alternative work schedule" is based upon mutual agreement and is approved based upon operational criteria (workload). The undersigned employee understands that: 1) this new schedule does not affect the earning of benefits (sick leave and vacation computed on months and years of service); 2) deduction of vacation, sick leave, or compensatory time (if applicable) is based upon the actual shift (work day) being worked (i.e., 10-hours work day); 3) overtime, if applicable, will be computed based upon hours worked in excess of the employee's normal work shift; and 4) if the operational needs/work load dictates, management may revoke this agreement and return the employee to a normal schedule of five eight hour work days.

Agreed to this date _____

Employee Signature

Department Director Signature

Cc: Immediate Supervisor
Human Resources