Alternative (Flexible) Work Schedule
Agreement (Non-Exempt Employees)

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| --- |
| Employee Information |
| This Agreement specifies the conditions applicable to an alternative work schedule arrangement for: |
| **Employee Name** | **Payroll Title** | **Title Code** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Supervisor Name** | **Department** |
| Click here to enter text. | Click here to enter text. |
| Schedule |
| [ ]  Compressed work week4/10 Schedule Click here to enter text. Flex Day - Click here to enter text.9/80 Schedule Click here to enter text. Flex Day - Click here to enter text.Other Click here to enter text. Flex Day - Click here to enter text.[ ]  Flextime schedule Click here to enter text. |
|  |
| Agreement |
| This agreement begins on Click here to enter text. and continues until Click here to enter text.1. Days and hours when the employee is normally expected to be in the unit/department are:

|  |  |
| --- | --- |
| Week One |  |
| Monday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Tuesday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Wednesday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Thursday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Friday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Saturday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Sunday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Week Two *(applicable to 9/80 compressed work week only* |  |
| Monday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Tuesday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Wednesday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Thursday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Friday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Saturday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Sunday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Week Three *(applicable to 9/80 compressed workweek only* |  |
| Monday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Tuesday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Wednesday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Thursday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Friday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Saturday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |
| Sunday | from Click here to enter text. to Click here to enter text. | with a Click here to enter text. minute lunch period. |  |

1. The following plan and timetable for monitoring the appropriateness and effectiveness of this arrangement are agreed upon: Click here to enter text.
2. The employee agrees that any additional hours, which might involve overtime must be approved in advance by the supervisor/department head.
3. The employee agrees that all obligations, responsibilities, terms and conditions of employment with the university remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
4. The employee agrees that the unit/department head reserves the right to modify or suspend this agreement in the event of unanticipated circumstances regarding employee performance or operational needs, provided termination of the agreement is in compliance with relevant contract (for represented) provisions, which are typically found in the “Articles of Work” article.
5. The employee understands and agrees to the applicable holiday pay provisions noted in the *Compressed Workweek Schedule Guideline* for non-exempt employees on compressed workweek schedules.
6. The employee understands and agrees to the applicable vacation and sick leave pay provisions noted in the *Compressed Workweek Schedule Guideline* for non-exempt employees on compressed workweek schedules.
7. 9/80 Alternative Work Schedule – Non-Exempt Only: Non-exempt employees are subject to FLSA wage and hour laws and are eligible for overtime. A non-exempt employee on a 9/80 alternative work schedule would be required to work eight (8) days for nine (9) hours and one (1) day for eight (8) hours with one (1) day off within a two week period.

Non-exempt employees are required to take the same alternating “flex” day off for the length of this alternative work schedule to remain in compliance with the definition of a workweek under the FLSA (Fair Labor Standards Act) guidelines (e.g., regular flex day is Monday, cannot switch to Tuesday or any other day) |
| Affirmation |
| I hereby affirm by my signature that I have read the applicable Compressed Workweek Schedule Guideline or Flextime Guideline, and understand and agree to all of its provisions. |
| Employee Signature | Supervisor Signature |
|  |  |
| Maintenance Agreement |
| The agreement shall be maintained in the employee’s personnel file, with copies to the:[ ]  The employee[ ]  The supervisor[ ]  The department headAdditional comments: Click here to enter text. |