

Employee

Supervisor

Reviewed annually

Start Date:

Day of the Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

If the employee fails to comply with the Alternative Work Schedule Agreement, he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.

All alternative work schedules must conform to the overtime and recordkeeping provisions of the Fair Labor Standards Act.

The information provided within this agreement is accurate and will be followed. If any information changes, it is the employee's duty to inform the supervisor and to initiate the

Division Head Signature

Date

HR Approval

Date