

Flexible Work Schedule Agreement

Pursuant to Ed Code Section 88040 the position described below with concurrence of the affected employee, supervisor, department and division head(s), as evidenced by their signatures, have agreed to a flexible work schedule of not more than 80 hours in a two calendar week period. Actual hours to be worked on any day within said period shall be determined by the individuals identified below.

Establishment of an agreement to the above referenced schedule means that only those hours worked in excess of 80 hours in the period, shall be compensated in either hours (comp. time) or dollars at the overtime rate of time and one half. Prior approval will be required prior to working overtime. The mode of payment shall be agreed upon at the time of assignment.

Employee:

Position Title:

Effective date:

We the undersigned do understand and agree to assignment of the above named employee to a flexible work schedule in the aforementioned position, under the stated terms and conditions, and effective date shown.

Signature of Employee:

Date:

Signature of Supervisor:

Date:

Signature of Dean/Director:

Date

Signature of Division Vice President:

Date:

Completed form to be sent to Payroll