**Employee Agreement Regarding 4/10 Alternative Work Week Schedule**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class # and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Union \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I requested to work a 4/10 alternate work schedule for the period of XX/XX/XX through XX/XX/XX.

I understand that I am committed to this schedule for a period of one year unless it is revoked by management or there are emergency circumstances that do not allow its continuation. I understand that management has sole discretion to award or revoke my alternative work schedule.

The Department will provide two weeks advance notice of any permanent or temporary change in this schedule.

Alternative work week scheduling does not change the basic terms and conditions of employment with the City. Further, alternative work week participants’ salaries, benefits and job responsibilities, including annual accrual of paid time off, do not change as a result of alternative work scheduling.

Employees will only be eligible for overtime or compensatory time if hours worked exceed the alternative work week bi-weekly schedule and only as authorized under the relevant MOU sections.

### **Holidays**

Employees shall be paid for eight (8) hours (LHP) when a holiday falls on a scheduled work day and the employee is not required to work. The employee may make up the difference in the workweek by using two (2) hours vacation, compensatory time, or floating holidays.

When a holiday falls on the employee’s day off, the employee will earn eight (8) hours in-lieu holiday time off.

Non-Z employees (FLSA non-exempt) who as part of their regular schedules work on a holiday will receive one-and-one-half times their regular pay for all hours worked. Z employees (FLSA exempt) are eligible to accrue compensatory time only.

***Work Schedule***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Schedule for Pay Period | Sa | Su | M | Tu | W | Th | Fr | Sa | Su | M | Tu | W | Th | Fr |
| Start Time |  |  | 8 | 8 | 8 | 8 |  |  |  | 8 | 8 | 8 | 8 |  |
| Finish Time |  |  | 7 | 7 | 7 | 7 |  |  |  | 7 | 7 | 7 | 7 |  |
| Meal Duration |  |  | 1 | 1 | 1 | 1 |  |  |  | 1 | 1 | 1 | 1 |  |
| Total |  |  | 10 | 10 | 10 | 10 |  |  |  | 10 | 10 | 10 | 10 |  |

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_