EMPLOYEE Flexible Work Schedule AGREEMENT FORM

**EMPLOYEE NAME** (Last, First, 
Middle Initial):

**EMPLOYEE ID:**

**DEPARTMENT:**

**SUPERVISOR NAME:**

**EMPLOYEE TITLE:**

**FLEXIBLE WORK START DATE:**

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**TYPE OF FLEXIBLE WORK Schedule ARRANGEMENT REQUESTED:**

- [ ] Flexible start/end times for 8-hour work day:
  
  Start time: __________ am/pm  
  End time: __________ am/pm  

- [ ] Compressed workweek
  
  What hours will you work? __________
  
  What is your flex day?
  
  - [ ] M
  - [ ] T
  - [ ] W
  - [ ] TH
  - [ ] F
  
  - [ ] SAT
  - [ ] SUN
  
  Please indicate type of compressed workweek:
  
  - [ ] 10-hour work day for 4 days with one day off per week
  
  - [ ] 9-hour work day:
    
    - [ ] ½ day off once a week
    
    - [ ] full day off every other week

- [ ] Flexible Lunch Period
  
  - [ ] 30 minute lunch  
  - [ ] 45 minute lunch

- [ ] Other (please describe):

  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
1. By signing this agreement, the employee certifies that he/she has reviewed, understands and agrees to abide by the CSU Flexible Work Schedule Policy set forth in the Employee Handbook, including, but not limited to, specific provisions addressing:
   a. Work hours and accessibility;
   b. Performance expectations; and
   c. Revocability of the agreement.

2. Terms of Employment. The employee’s participation in a Flexible Work Schedule program is entirely voluntary and is available only to employees deemed eligible at the University’s sole discretion. There exists no employment right to a flexible work schedule. Either party may terminate the employee’s participation in a Flexible Work Schedule program, with or without cause, upon providing reasonable notice in writing, to the other. The University will not be held responsible for costs, damages, or losses resulting from cessation of participation in a Flexible Work Schedule program. This writing is not a contract of employment between the University and the employee, does not provide any contractual rights to continued employment, and does not legally alter in any fashion the at will employment policy of the University. It does not alter or supersede the terms of the existing employment relationship. The employee’s supervisor must approve overtime requests (for non-exempt employees) and use of leave time (for all employees).

3. Length of Commitment & Revocability. This Flexible Work Schedule agreement will begin and end on the dates indicated above, unless terminated sooner by the employee or employer. Should the employee or employer wish to terminate the agreement before the Flexible Work Schedule end date indicated above, 14 calendar days advance notice is required. Continuation of this agreement is subject to termination at any time if University or departmental goals are not being met. Exceptions to the 14 day cancellation may be approved on a case-by-case basis.

4. Availability. Employee agrees to structure his or her time to ensure availability at required meetings or in order to perform assignments as designated by the supervisor that may conflict with the established Flexible Work Schedule.

5. Vacation/Sick Leave Considerations (while working Compressed Workweeks). Standard daily work hours (within your compressed work week schedule) will be charged when taking accrued vacation and sick leave. For example, if you are working 4 ten hour days, and your vacation or sick time falls within your compressed work week, you will be charged 10 hours.

   I acknowledge and affirm by my signature below that I have read this agreement and understand its subject matter. I additionally affirm that I was provided the opportunity to have this Agreement reviewed by my own legal counsel prior to entering into it.

   Employee
   Date
   Supervisor
   Date
   Department/Division Head
   Date

Cc: Employee
    Supervisor
    Department File
    HR Personnel File