



Alternate/Reduced Work Schedule Arrangement

Employee's Name _____

Title & Department _____

Alternate/Reduced Work Schedule Arrangement Requested: *(Be specific. Include specific days and hours working & total days & hours worked per week):*

Effective Date of Alternate/Reduced Work Schedule: _____

Describe how you will be able to continue, or enhance, your ability to meet the responsibilities of the position you currently hold:

NOTE: If the plan includes reducing work hours, there will be a corresponding reduction in pay.

Conditions of the Alternate/Reduced Work Schedule Arrangement:

- This Alternate/Reduced Work Schedule Arrangement is not an entitlement, and may be considered for employees who are, non-union and at a minimum, a fully satisfactory performer.
- This arrangement will begin as a three month trial period and renewed for an additional three months. It will be reassessed at the end of six months to determine feasibility of continuing on an ongoing basis.
- This arrangement can be discontinued at any time at the discretion of the supervisor if the arrangement does not meet the operational needs of the department, and/or the employee's performance does not continue at or above a fully satisfactory performance.
- In order for the alternative work arrangement to continue, the employee must:
 - maintain the expected quantity and quality of work
 - maintain acceptable attendance
 - adhere to the alternate work schedule; no changes will be made unless approved in advance by the supervisor.
- The supervisor and employee will discuss the arrangement on an ongoing basis to ensure it is meeting the needs of the department as well as the employee. If the arrangement has not been discontinued, the supervisor and employee will discuss the arrangement and determine whether it may continue, be modified, or terminated at the conclusion of the six month period. In addition to the overall operational needs, they will consider:
 - What are the benefits?
 - What are the negatives?
 - What can we do differently?
 - Do the benefits outweigh the negatives?
 - Should this arrangement continue?
- The employee may request to return to the standard work schedule at any time. The supervisor may grant the timing of the request based on the operational needs.
- If the employee fails to comply with the Alternate/Reduced Work Schedule Arrangement, they will be returned to the standard work schedule and may be subject to the disciplinary process.

AP (Exempt) staff may make arrangements to work at an alternate location. Typically SS, non-exempt, employees' responsibilities do not lend themselves to working from an alternate location. The following applies to alternate location arrangements:

- Employee must retain flexibility on designated days off campus to accommodate necessary meetings or events.
- If working from an alternate location, employee must be available for daily updates by phone or email on their day off campus.
- Employee is responsible for providing their own home computer and any necessary technology such as a broadband internet connection.
- Employee will keep record of work accomplished as outlined by their supervisor when at the alternate work place.
- All College policies, including paid leave policies, will apply to any employee on an alternative work arrangement.

I, the undersigned employee, fully understand and agree to the conditions listed above for an Alternate/Reduced Work Schedule Arrangement.

Employee's Signature _____

Date _____

REVIEW PROCESS

Supervisor's Review: Approved Denied

Reason Denied: _____

Supervisor's Signature

Date

Title

1-over-1 Review Signature (Or Dean/VP)

Date

Copies: Employee, Supervisor, Human Resources