**Flexible Work Schedule Agreement**

A flexible work schedule is one where the hours of work may vary in a day (but not necessarily each day) and the days of week may vary according to work assignments. Employees who work a flexible work schedule shall receive overtime pay or compensatory hours for hours that exceed 40 in a week. For positions in salary range 24 and below, shift differential shall be paid for hours worked between 6:00 p.m. and 6:00 a.m. and for any time worked on Saturday and Sunday except where the employee has requested to be on a flexible work schedule, and has been granted the request.

Management may change an employee's flexible work schedule without an employee's consent where such a change is needed in the regular course of business and where the employee has been initially hired by management or initially placed on a flexible work schedule as a condition of employment.

The undersigned employee and supervisor agree to a flexible work schedule in accordance with Article 55 of the UO/SEIU Collective Bargaining Agreement.

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| --- | --- |
| Employee Name | Department |
| Position # | UO ID# |
| Employee Signature | Date |
| Supervisor Signature | Date |

Department of Record retains original and submits photocopy to Human Resources.