Reduced Work Schedule Arrangement Agreement

**Scope and Duration of Agreement**

A Reduced Work Schedule Arrangement is available to permanent full-time employees of the Department of General Services and is granted at the discretion of the Department.

This Reduced Work Schedule Arrangement Agreement is established between the Department of General Services and

This Agreement shall become effective as of      , and shall remain in effect until      , unless modified or rescinded by Department or Employee. In the event that either the Department or employee needs to withdraw from the Agreement, a 30-day notice shall be given unless a work place emergency necessitates immediate suspension. Every      month(s) the Agreement will be reviewed, or more often if necessary.

This Agreement is subject to the following conditions being met on a continuing basis:

* Employee performs duties at the expected performance standard.
* Employee’s work schedule does not interfere with normal interactions with supervisor, fellow employees, and customers.
* Employee’s schedule does not adversely affect the ability of other employees and/or customers to perform their work.
* Employee ensures his/her accessibility to staff who maintain traditional hours.
* Personal leave (vacation and sick leave) is handled in the same manner as prior to the Reduced Work Schedule Arrangement.
* Employee agrees to and follows the agreed upon work schedule.

# Scope of the Agreement

The employee understands that all obligations, responsibilities, and terms and conditions of employment with the Department remain unchanged, except those specifically addressed in this Agreement. Any breach of this Agreement by the employee may result in modification or withdrawal of the Reduced Work Schedule Arrangement privilege under this Agreement.

# Work Assignments

The evaluation of the Reduced Work Schedule Arrangement will be based on the successful completion of the employee’s job responsibilities. Attach a copy of the employee’s applicable Essential Functions Duty Statement.

# Schedule and Overtime

## Schedule

See Reduced Work Schedule Arrangement Screening Tool and Request

## Overtime

If the employee is non-exempt under the Fair Labor Standards Act (FLSA), s/he will not work any overtime without the prior written approval of his/her supervisor. The non-exempt employee will also maintain appropriate records of his/her hours worked including, but not limited to, overtime hours as required by Department policy.

# Work Performance

Employee is responsible for maintaining availability, levels of production at the expected standard, and quality of work. Inadequate availability, reduced work production and/or work quality may be cause for modification or termination of the Employee’s participation in the Reduced Work Schedule Arrangement.

# Communication

The employee and the Department understand that effective communication is essential for this work arrangement to be successful.

# Acknowledgement

I have read and understand this Agreement, understand its provisions and, by signing below, agree to be bound by its terms and conditions.

Employee Signature and Date:

Classification and Pay Analyst Signature and Date: