



# ALTERNATE WORK SCHEDULE AGREEMENT

Employee Name:	Employee ID:
Effective Date:	Job Title:
Supervisor Name:	Department Name:

The city's standard work week begins on Sunday at 12:00 am (midnight) and ends Saturday at 11:59 pm, unless otherwise noted (ex. 9/80 schedule). The following are options for a compressed or Alternate Work Schedule.

- Nine-eighty (9/80):** An employee works eight 9-hour days and one 8-hour day in a two-week period with an extra day off. An employee with a 9/80 schedule has a seven (7) calendar day work week that begins and ends at the midpoint of their eight (8) hour work day. NOTE: this differs from the city's standard work week.
  - Non-exempt employees are subject to Fair Labor Standards Act (FLSA) wage and hour laws and are eligible for overtime. A non-exempt employee on a 9/80 alternate work schedule is required to work eight (8) days for nine (9) hours and one (1) day for eight (8) hours, with one (1) day off within a two-week period (the "flex" day).
  - The effective date of an Alternate Work Schedule must occur at the beginning of a work week and the approved Alternate Work Schedule Agreement must be submitted to payroll **2 weeks** prior to the effective date.
  - Employees are required to take the same "flex" day off for the length of this Alternate Work Schedule to remain in compliance with the definition of a workweek under the FLSA guidelines (e.g., regular flex day is Monday, cannot switch to Tuesday or any other day).
- Four Tens (4/10):** An employee works four 10-hour days during each standard work week.
- Flexible Work Schedule** (for Non-Exempt employees): Employees work a 40-hour work week, with flexibility as to start time, lunch time, and/or end time. Example: Work four 9-hour days Monday-Thursday and a 4-hour day each Friday.
- End Alternate Work Schedule:** End the alternate work schedule and return to a traditional 5/8 schedule.

**NOTE: The schedule is firm and CANNOT be changed from week to week**

**Week 1: (for 9/80, 4/10 and Flexible Work Schedule):**

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
Lunch							
End							
Hours/Day							

**Week 2: (for 9/80 schedule only):**

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
Lunch							
End							
Hour/Day							



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## Important Considerations:

1. **Vacation and Compensatory Time:** Full day absences charged to accrued vacation or compensatory time shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule. Vacation and compensatory time do not count toward hours worked for purposes of overtime calculation.
2. **Sick Leave:** Full day absences charged to accrued sick leave shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule. Sick leave does not count toward hours worked for purposes of overtime calculation.
3. **City-designated Holiday:** When a City-designated holiday falls on an employee's regularly scheduled day off, the employee will be paid for their schedule shift (or the prorated amount if less than full time) for the holiday AND be given an alternate day off during the same workweek as the holiday.

**Floating Holiday:** Floating holidays are taken in full day increments only (number of hours of scheduled work shift or the pro-rated equivalent if less than full time). Floating holidays do not count toward hours worked for purposes of overtime calculation.

4. Managers and supervisors have the responsibility to establish work schedules that accommodate operational priorities in their departments or work groups. Your supervisor will advise you of the work hours associated with your position. Managers and supervisors have discretion to approve alternative work schedules on a temporary or ongoing basis if the supervisor believes that the alternative schedule will not impact operational needs or otherwise be inconsistent with the City's interests. Approval may be withdrawn in the event the supervisor determines that the arrangement is not in the City's best interests. Managers and supervisors also have discretion to require alternative work schedules where necessary to meet operational needs.
5. Modifications to this agreement must be made using this form.

## **SIGNATURES:**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager/Director Name

\_\_\_\_\_  
Date

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Received and Processed by Payroll: