



ALTERNATE WORK SCHEDULE AGREEMENT 9/80 or 4/10

This Agreement specifies the conditions applicable to an arrangement for:

Employee: _____ Dept: _____

Supervisor: _____ Dept: _____

This Agreement begins on _____ and will be reviewed every three months.

My work week will begin on _____ (day of week) at _____ (time of day)

- 1. Days and hours when the employee is normally expected to be in the department are:

NOTE: SCHEDULE IS FIRM AND CANNOT CHANGE FROM WEEK TO WEEK.

Week One/Two (circle which week): *Time must be scheduled for four 9 hr shifts and one 8 hr shift (total 44 hrs) or four 10 hr shifts (total 40 hours)*

Note: minimum 30 minute lunch required each scheduled shift.

Monday	to	with	minute lunch
Tuesday	to	with	minute lunch
Wednesday	to	with	minute lunch
Thursday	to	with	minute lunch
Friday	to	with	minute lunch
Saturday	RDO	with	minute lunch
Sunday	RDO	with	minute lunch

Week One/Two (circle which week): *Time must be scheduled for four 9 hr shifts & day off-0 hrs (total 36 hrs) or four 10 hr shifts (total 40 hours)*

Note: minimum 30 minute lunch required each scheduled shift.

Monday	to	with	minute lunch
Tuesday	to	with	minute lunch
Wednesday	to	with	minute lunch
Thursday	to	with	minute lunch
Friday	to	with	minute lunch
Saturday	RDO	with	minute lunch
Sunday	RDO	with	minute lunch

- 2. The following plan and timetable for monitoring the appropriateness and effectiveness of this arrangement are agreed upon:

EXAMPLE: Work will be monitored through 1 on 1 meetings, feedback and review of work to insure deadlines and services are not adversely affected. It is further agreed that 'employee-name' may be required to work on alternative days off due to operation and/or organization needs.

3. For a 9/80 schedule, the employee agrees that their work week begins half way through their 8 hour work day and ends half way through their extra day off, for the purposes of calculating overtime.
4. The employee agrees that any additional hours which might involve overtime (for non-exempt employees only) must be approved in advance by the supervisor/department head.
5. **HOLIDAYS:** All holidays are paid for 8 hours. Non-Exempt employees must use 1 leave accrual hour on the time sheet to be fully paid for the holiday (*i.e., Holiday 8, Vacation 1*) when the holiday falls on your regularly scheduled 9 hour day. An alternate day off should be taken when the holiday falls on your regularly scheduled day off.
6. The employee agrees that all obligations, responsibilities, terms and conditions of employment with the Town remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.
7. This agreement may be terminated at any time by either the employee or the department with two weeks' notice. The department reserves the right to modify, suspend or terminate this Agreement with less than two weeks' notice in case of unanticipated circumstances regarding employee performance or operational needs.

I hereby affirm by my signature that I have read this Alternate Work Schedule Agreement, and understand and agree to all of its provisions.

Employee Signature* Date

Supervisor Signature Date

*Employee & supervisor/department head each keep a copy of this agreement.
Send a copy to HR for the Personnel File