

Alaska Department of Administration

Flexible Time Agreement for Confidential Employees Association (CEA) Bargaining Unit

Name:

Employee ID:

Start Date:

End Date:

Describe the conditions that necessitate the need for this employee to work excessive hours:

1. During any week in which Flex Time is earned, the employee must work in excess of 45 hours. When the employee has worked a work week in excess of 45 hours, s/he will be provided with Flex Time in 0.25 hour increments for the time worked over 40 hours. Periods of time less than 0.25 hour will only be rounded down.
2. Flex Time credits may accumulate to a maximum of two hundred (200) hours.
3. Personal Leave used during a Flexible Time Plan work week will not be credited as productive time. Whether taken or floated, holidays will be treated as productive time only toward the 37.5 hour work week. Flex Time cannot be earned for non-productive hours. Non-productive hours spent in travel status are not credited towards the Flex Time threshold; however, hours of work in travel status would count as productive time under a Flex Time Agreement.

I agree to and understand the statements above:

Employee Signature: _____ **Date:** _____

The parties affirm that they have read and agree to abide by the conditions set forth in the CEA Bargaining Unit Agreement for Flex Time Plans. The parties affirm that they have not changed the terms and conditions contained in Article 7.14 of the CEA Unit Agreement. The parties agree to execute and sign this agreement before the employee starts work under this Flex Time Plan. The parties agree to maintain all records required to document and report the employee's regular work hours, extraordinary work hours required by this Flex Time Plans, and the accumulation and use of Flex Time as set forth by their agency for payroll purposes.

Employee's Signature

Date

Supervisor's Signature

Date

Director's Signature

Date

**Original – Payroll Services, Division of Personnel & Labor Relations
Copy – Directors Office & Employee**