

Department of _____
Flexible Time Agreement for Supervisory Bargaining Unit Employees

Name:

Employee ID:

Start Date:

End Date:

Division:

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

(Include specific assignments or situations which will require the employee to remain at work or return to work for excessive hours throughout the duration of this assignment period.)

1. During any week in which Flex Time credits are earned, the employee must work in excess of 45 hours. When the employee has worked a workweek in excess of 45 hours, s/he will be provided with 5 hours of Flex Time credits retroactive to forty (40) hours of work in the week. When the employee has worked a workweek in excess of 45 hours, s/he will be provided with Flex time credits in 0.5 hour increments for the time worked over 45 hours. Periods of time less than 0.5 hour will only be rounded down.
2. No more than 12 hours of work per day may be counted toward the 45.0 hour per week threshold or toward Flex Time credits. 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 and are not counted toward the flex time threshold. Hours for which an employee already receives a contractual benefit cannot be counted toward the Flex Time threshold or credited as flex time earned under a Flex Time Agreement. Example: an employee cannot receive a credit of flex time earned for time covered by seaduty pay, since the employee is already compensated for all 24 hours in a day covered by sea duty pay. It is usually inappropriate to assign an employee to standby when s/he is working excessive hours under a Flex Time Agreement. Hazard pay may be earned while working under a Flex Time Agreement. Flex Time cannot be earned for non productive hours spent actually traveling, however, employees may be working in travel status 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 Supervisory Bargaining Unit Agreement for Flex Time Plans. The parties affirm that they have not changed the terms and conditions contained in Article 25.11 of the Supervisory 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 employees 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