

UNIVERSITY LIBRARY
Flexible Schedule

This schedule is pursuant to the Memorandum of Understanding dated 8/31/04 between the parties relative to daily overtime.

EMPLOYEE'S NAME: _____

TITLE: _____

DEPARTMENT: _____ **UNIT:** _____

SCHEDULE FOR _____ **SEMESTER 20** ____

Employee's reason for schedule change: _____

Day	Start Time	Stop Time	Total Hours Worked
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			

TOTAL: 37.5 HOURS

I certify that the above information is true and correct. I agree to submit a new request should my class registration change, and if necessary I accept tax liability for the value of tuition waived for graduate level courses for which I register. I understand that I will be subject to disciplinary action should the above information be proved false.

Employee's Signature

Date

Supervisor's Signature

Date

Department Head's Signature

Date

University Librarian's or Designee's Signature

Date

Union Representative's Signature

Date

Guidelines for flexible schedules

- Request for schedule changes must be submitted in writing to and approved by your supervisor and/or department head.
- Fill out the front page with your proposed schedule for the corresponding semester.
- Record start and end time for breaks. Include total hours of work for each workday.
- Staff working 5 hours or more, must take at least a 30-minute lunch within those 5 hours. It must be taken at least one hour before leaving for the day. The normal workday is 7.5 hours. Longer days may be scheduled with the approval of the supervisor. In those cases, 8.0 or 8.5 hours are usually the maximum. In no case, however, can the total time worked in a week exceed 37.5 hours.
- Employees should work at least 1.5 hours before taking a break. Breaks cannot be taken during the first and last hours of work.
- Two breaks are NOT permitted if working less than 7.5 hours per day.
- Staff must work two hours before or after the class.
- Make-up time for staff taking classes does NOT have to be made up the same day. However, it must be made up within the same week. Allow 5 minutes before and after approved classes for travel time.
(Total time worked for the week must equal 37.5 hours)
- Once the proposed schedule is approved, your supervisor must approve any deviations from the designated hours.
- The flexible schedule must be submitted to Library Human Resources.
- Library Human Resources reviews the schedule and forwards it to the University Librarian or designee for approval. Library Human Resources will then forward the schedule to the Union Representative for review and approval.
- Once approved and signed, the employee will receive a copy.

Note: The department and Library Human Resources will review exceptions to the guidelines.