

## Delaware Tech Flexible Work Arrangement Agreement

**This form is completed after the employee, supervisor, and dean/director/administrator have reviewed and discussed the employee’s Flexible Work Arrangement Request and approvals have been obtained.**

Employee Name:

Position:

Department/Division:

Supervisor’s Name:

Employee requests approval for the following flexible work arrangement:

- Flextime – temporary adjustment of schedule to allow employees to make up time that is approved by the supervisor
- Alternative Work Schedule – non-standard (other than 8:30 – 4:30) start and end times
- Compressed work week – enables employees to work fewer than five days a week; usually allows for extra day off every week or every other week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>FIRST WEEK</b>						
<b>Start Time:</b>						
<b>End Time:</b>						
<b>Hours Worked:</b>						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECOND WEEK</b>						
<b>Start Time:</b>						
<b>End Time:</b>						
<b>Hours Worked:</b>						

1. This agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_.
2. Agreements are periodically reviewed by supervisors and employees as needed to ensure the terms continue to meet the needs of the College and the employee.
3. Employees may not unilaterally change the approved schedule. A temporary deviation from the approved schedule may be approved by the employee’s supervisor. A modification of the approved schedule that is intended to continue for more than two consecutive pay periods shall require the written agreement of the dean, director or administrator.
4. The terms and conditions of the 1.16 Flexible Work Arrangements Policy is incorporated into this agreement by reference and made a part of this agreement.
5. The employee understands this schedule may be modified or cancelled in accordance with Policy 1.16.
6. Employees working flexible work arrangements shall be paid for overtime service in accordance with that schedule and not the standard schedule of 37.5 hours per week. Overtime shall be calculated on hours exceeding 75 hours per pay cycle (Section 6.02 Overtime).

7. The employee understands that flexible work arrangement eligibility is a privilege. Failure to abide by the terms and conditions of this agreement or Policy 1.16 will result in the loss of the privilege.
8. Approval of flexible work arrangements will be focused on organizational needs, student success, employee work/life balance, and objective criteria related to work performance and job demands.
9. The College reserves the right to alter the schedule set forth herein as needed to meet the operational needs.
10. Employees working 7.5 or more hours per day must take a 30-minute meal break (unpaid). This 30-minute break should be scheduled no earlier than two (2) hours after the start time and no later than two (2) hours prior to the end time.
11. Start-to-end time includes a standard unpaid 30-minute meal break.
12. Per Policy 1.16, the schedules of employees working a compressed work week will revert to the standard work week for the pay cycle in which a holiday occurs.
13. Supervisor/department head agrees to monitor the performance and effectiveness of the arrangement.
14. Supervisors will consult with location Human Resources for changes in recording time on timesheets and in the automated leave system.

I have read the provisions outlined above and have reviewed Policy 1.16, Flexible Work Arrangements and agree to abide by the terms of this agreement and the provisions of the policy.

Further, the employee agrees any additional hours that might involve overtime must be approved in advance by the supervisor/department head. The employee also agrees that the College reserves the right to modify or suspend immediately this Agreement in case of unanticipated circumstances regarding employee performance or operational needs.

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Employee Signature and Date

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Supervisor Signature and Date

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Dean/Director/Administrator Signature and Date

**Distribution:** *Original* to: Location Human Resources for employee file  
*Copies* to: Assistant Vice President for Human Resources  
 Dean/Director/Administrator  
 Employee  
 Supervisor