



*Office of Human Resources,  
Employee Diversity, and Wellness*

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

## Flexible Work Schedule Agreement and Approval

This is an agreement between Winthrop University and \_\_\_\_\_ and shall cover the period from \_\_\_\_\_

This agreement establishes the terms and conditions for agreeing to allow the above named employee to observe work hours that are different than Winthrop’s official work schedule. Generally, Winthrop’s official work schedule is 8:30 a.m. – 5:00 p.m. A flexible work schedule agreement allows the employee and the supervisor to, together, determine an alternate work start and end time for each work day. The employee agrees to observe the flexible work schedule and the agency agrees to allow the alternative work schedule. The employee’s signature on this agreement constitutes acceptance of the terms listed throughout this document.

### Designation of Alternate Work Hours

The following are the working hours agreed to by the employee and the supervisor:

Flexible Work Schedule		
Day	Hours	
	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Employee Initials \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

303 Tillman Hall  
Rock Hill, SC 29733  
803/323-2273

Terms:

- Employee must work all hours (37.5 hours per week) on regular work days (Monday through Friday).
- All work must be performed at the employee's on-campus work location.
- Employee will follow appropriate University policies regarding time and attendance and leave.
- Overtime (working in excess of 40 hours during per work week - Sunday through Saturday) must be approved by the supervisor in advance of the work being performed.
- The flexible work schedule agreement applies **only** to the position the employee occupies at the time the agreement is signed. When/if the employee accepts another position with the University, this agreement will be null and void.
- An employee must be provided notice of a work schedule change at least seven days in advance of the effective date of the change. Therefore, the work schedule effective date must be at least seven days after the request and approval document is signed by the vice president.
- The University reserves the right to discontinue this flexible work schedule agreement at any time, for any reason, or for no reason.

(Note: Instructional teaching faculty generally observe work hours associated with class schedules and office hours. The work schedule of instructional teaching faculty are determined on a case-by-case basis between the faculty member and the College administration. Therefore, a flexible work schedule agreement is not necessary for instructional teaching faculty.)

**Signatures and Approval**

For employee: By signing below I, \_\_\_\_\_, fully understand the terms of employment as described to me regarding a flexible work schedule: attendance, leave, overtime, work location, and termination of agreement.

For employee, supervisor, and Vice President: By signing below, we agree to abide by the terms and conditions of this agreement.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Divisional Vice President \_\_\_\_\_ Date \_\_\_\_\_

***[COMPLETED FORM MUST BE FORWARDED TO HUMAN RESOURCES FOR INCLUSION IN THE EMPLOYEE'S PERSONNEL FILE.]***

Employee Initials \_\_\_\_\_  
Supervisor Initials \_\_\_\_\_