

**ATTACHMENT B**

**[INSERT INSTITUTION NAME HERE]**

**FLEXTIME AGREEMENT**

This flextime agreement (hereafter “agreement”), effective (date) \_\_\_\_\_, is between (employee name) \_\_\_\_\_

(hereinafter referred to as “Employee”), an employee of the [insert institution name here] The parties agree as follows:

**Scope of Work**

Employee agrees that unless a condition of employment, that flextime is voluntary and may be terminated, by either the Employee or [insert institution name here] with or without cause.

Other than those duties and obligations expressly imposed on Employee under this agreement, the duties, obligations, responsibilities, and conditions of Employee’s employment with [insert institution name here] remain unchanged. Employee’s salary and participation in the retirement benefit and [insert institution name here]-sponsored insurance plans shall remain unchanged.

This agreement shall be construed, interpreted, and enforced according to the laws of the State of Georgia.

**Work Hours and Leave**

Employee agrees that work hours will conform to the terms agreed upon by Employee and [insert institution name here].

Employees subject to mandatory overtime agree to obtain advance supervisory approval before performing overtime. Working overtime without such approval may result termination of the flextime option and/or appropriate action.

Employee agrees to obtain advance supervisory approval before taking leave.

**Work Schedule and Work Status**

Employee agrees to develop a work schedule with Employee’s supervisor and Employee’s supervisor must agree, in advance, to any changes to Employee’s Work Schedule. Employee agrees to provide department timekeeper with a copy of Employee’s Work Schedule.

Employee agrees to perform only official duties and not to conduct personal business while on work status during the flextime hours, regardless of direct supervision.

[INSERT INSTITUTION NAME HERE]

**FLEXTIME AGREEMENT**

The Employee's flexible work schedule shall be as follows:

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Work Performance**

Employee agrees to provide regular reports, as required by the supervisor to help evaluate work performance. Employee understands that a decline in work performance may result in termination of this agreement by [insert institution name here]

**Other Action**

Nothing in this agreement precludes [insert institution name here] from taking any appropriate disciplinary or adverse action against Employee if Employee fails to comply with the provisions of this agreement or terms and conditions of employment.

**Participation in Studies and Reports**

Employee agrees to participate in studies, inquiries, reports, or analyses relating to flextime at [insert institution name here] direction.

**Term of Agreement**

This Agreement shall be for the period of (start date) \_\_\_\_\_ through \_\_\_\_\_ (not to exceed end of current fiscal year) and may be renewed in one year periods or shorter at the discretion of the supervisor if requested by the Employee.

**Provisions for Cancellation of Agreement**

Employee's participation in the flextime program is voluntary and is available only as long as Employee is deemed eligible at [insert institution name here]'s sole discretion. Flextime is not an entitlement or benefit of employment. Either party may cancel Employee's voluntary participation in flextime, with or without cause, upon reasonable notice thereof, in writing, to the other. This agreement is not a contract of employment and may not be construed as one.

[INSERT INSTITUTION NAME HERE]

**FLEXTIME AGREEMENT**

**I have read and understand this Agreement and the Flextime Guidelines and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this agreement is to regulate flextime and that it does not constitute an employment contract nor an amendment to any existing contract and may be cancelled at anytime.**

Flextime Participant Date

Supervisor    Date