

# College of Design

## Flextime Form

I, \_\_\_\_\_, wish to exercise the option of participating in a flexible working arrangement, in accordance with the College of Design Professional & Scientific Employee Flextime Program.

This arrangement is subject to the following conditions:

1. The offices in the College of Design are open for business during the hours of 8 a.m. to 5 p.m. Monday-Friday (7:30 a.m. to 4 p.m. Monday-Friday during the summer) and must be staffed during those times.
2. Flextime is any daily schedule which is different from the normal 8 a.m. to 5 p.m. Monday-Friday (7:30 a.m. to 4 p.m. Monday-Friday during the summer) arrangement.
3. Full-time employment for P&S employees is 40 hours per week. Any flexible work schedule must be equivalent to 40 hours per week.
4. The same work schedule need not be followed for each day.
5. P&S employees should post their hours when they work outside the normal business hours and must provide emergency contact information.
6. A flextime program is available only if agreed to and developed with appropriate department and collegiate approvals. Flextime program plan information must also be shared with other P&S supervisors in the College of Design to ensure that the employee's schedule does not conflict with the business of the college.
7. All flextime program plans should be documented and signed by the employee and the supervisor. This should be kept in the employee file.
8. Flextime program plans should be reviewed annually and can be modified at any time.

I understand these conditions and agree to adhere to them. I wish to establish the following work schedule, including start and stop dates:

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**Applicant:**

Name:

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Signature:

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Date:

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**Supervisor:**

Name:

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Signature:

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Date: