

ALTERNATIVE WORK SCHEDULE ACKNOWLEDGEMENT (pnp 3.51)
(Required for NON-EXEMPT employees working Alternative Work Schedules)

Employee Name: _____

Alternative Work Schedule Action: Begin Change End

Alternative Work Schedule Type:

4/10.....Using the Standard (Calendar) WorkWeek

9/80.....Using an **Alternative** WorkWeek

Other.....Using an **Alternative** WorkWeek

Below is ONLY for Alternative Work Schedules REQUIRING AN ALTERNATIVE WORKWEEK:

Flex-Day: Day of the week _____

Short Day: (i.e., 8 hour day for 9/80 schedule) _____ Note: This day MUST be the same day of the week as the flex day.

Lunch break: (Time begin and duration) _____ (must be at least 30 min.)

My alternative work schedule is as follows:

First Week of Alternative Work Schedule (For 9/80 see Examples A or B below):

Day of the Week								Work Week One Total hours scheduled
Scheduled Hours								
Check only one: <input type="checkbox"/> Flex <input type="checkbox"/> Short <input type="checkbox"/> N/A							Check only one: <input type="checkbox"/> Flex <input type="checkbox"/> Short <input type="checkbox"/> N/A	
Hours worked per day								

Lunch Break: Begin: _____ Duration: _____

Second Week of Alternative Work Schedule (Skip if using the Standard Workweek):

Day of the Week								Work Week Two Total hours scheduled
Scheduled Hours								
Check only one: <input type="checkbox"/> Flex <input type="checkbox"/> Short <input type="checkbox"/> N/A							Check only one: <input type="checkbox"/> Flex <input type="checkbox"/> Short <input type="checkbox"/> N/A	
Hours worked per day								

Lunch Break: Begin: _____ Duration: _____

Acknowledgements

I have read and understand Policy 3.51 Alternative Work Schedules and Policy 3.50 Hours of Work.

The use of an approved alternative work schedule using either a standard workweek or an alternative workweek is at the sole discretion of the Elected Official/Department Director.

An alternative workweek is intended to be fixed, i.e., for an extended period of time, however, if necessary to meet the business needs of the Office/Department and if handled consistent with applicable state and federal law may be subject to change to another fixed workweek. Elected Offices and Departments are encouraged to consult with HR or legal counsel if changes to an alternative workweek are required. No changes to a workweek may be made to avoid the payment of overtime.

The scheduling of employee hours **within** an established workweek, to include but not limited to holding an employee over or assigning an employee to work on a flex day, is permissible as long as the non-exempt employee receives any overtime pay or compensatory time due.

Employee Signature

Date

Supervisor Signature

Date

ALTERNATIVE WORKWEEK SCHEDULE EXAMPLES

Note #1: *The examples below are for exemplary purposes only and do not represent the only available alternative workweek schedules. The hours of work can commence and end at any acceptable point of the work day. Lunch breaks must be at least 30 minutes. The examples below show two 9/80 schedules that would be compliant with County Policy 3.51.*

Note #2: For non-exempt employees, the established workweek is intended to be fixed. Any hours worked beyond 40 in the established workweek must be compensated at the applicable overtime or compensatory time rate.

Example A: Alternative Workweek 9/80 Schedule with **FRIDAY as Short/Flex Day** and a 1 hour lunch from 12:00 to 1:00 pm (shading in table below for ease of reference purposes)

Week 1

Friday (Flex Day)	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Friday (Short Day)	TOTAL Scheduled HOURS Work Week One
No Scheduled Work on Flex Day	RDO	RDO	Work: 7:30 am - 5:30 pm	Work: 7:30 am - 5:30 pm	Work: 7:30 am - 5:30 pm	Work: 7:30 am - 5:30 pm	Work: 8am - 12 pm <i>Week 1 ends at noon</i>	
<i>Week 1 starts at noon</i> No Scheduled Work on Flex Day							(4 hours of work in pm counted in Week 2; see Short Day below)	
0	0	0	9 hours	9 hours	9 hours	9 hours	4 hours	40

Week 2

Friday (Short Day)	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Friday (Flex Day)	TOTAL Scheduled HOURS Work Week Two
(4 hours of work in am counted in Week 1; see Short Day above)	RDO	RDO	Work: 7:30 am - 5:30 pm	Work: 7:30 am - 5:30 pm	Work: 7:30 am - 5:30 p.m.	Work: 7:30 am - 5:30 pm	<i>Week 2 ends at noon</i> No Scheduled Work on Flex Day	
<i>Week 2 starts at noon</i> Lunch: 12pm - 1pm Work: 1pm - 5 pm							No Scheduled Work on Flex Day	
4 hours	0	0	9 hours	9 hours	9 hours	9 hours	0	40

Example B: Alternative Workweek 9/80 Schedule with **MONDAY as Short/Flex Day** and a 30 minute lunch break from 12:00 to 12:30 pm (shading in table below for ease of reference purposes)

Week 1

Monday (Flex Day)	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Monday (Short Day)	TOTAL Scheduled HOURS	
No Scheduled Work on Flex Day	RDO	RDO	Work: 8am - 5:30 pm	Work: 8am - 5:30 pm	Work: 8am - 5:30 pm	Work: 8am - 5:30 pm	Week 2 ends at noon Work: 8am - 12 pm		Work Week Two
Week 2 starts at noon No Scheduled Work on Flex Day							(4 hours of work in pm counted in Week 1; see Short Day above)		
0	0	0	9 hours	9 hours	9 hours	9 hours	4 hours	40	

Week 2

Monday (Short Day)	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Monday (Flex Day)	TOTAL Scheduled HOURS	
(4 hours of work in am counted in Week 2; see Short Day below)	Work: 8am - 5:30 pm	Work: 8am - 5:30 pm	Work: 8am - 5:30 pm	Work: 8am - 5:30 pm	RDO	RDO	Week 1 ends at noon No Scheduled Work on Flex Day		Work Week One
Week 1 starts at noon Lunch: 12:00 pm - 12:30pm Work: 12:30 pm - 4:30 pm							No Scheduled Work on Flex Day		
4 hours	9 hours	9 hours	9 hours	9 hours	0	0	0	40	