**Appendix A**

**ACKNOWLEDGMENT OF ALTERNATIVE WORK SCHEDULE REQUIREMENTS**

Flextime Scheduling/Compressed Work Schedule

This Acknowledgment specifies the requirements applicable to an Alternative Work Schedule arrangement for:

Employee Name Title

Supervisor Department/Work Unit

Compressed Workweek – 4/10 Schedule (workweek 1) ------- Scheduled Day Off - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Compressed Workweek – 4/10 Schedule (workweek 2) ------- Scheduled Day Off - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Compressed Workweek – 5-4/9 Schedule (workweek 1)\* ----- Scheduled Day Off - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Compressed Workweek – 5-4/9 Schedule (workweek 2)\* ------ Scheduled Day Off - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* - Not available for Non-Exempt Employees.

Flextime Schedule (includes compressed work schedules)

Core Hours - from \_\_\_\_\_\_\_\_\_ a.m./p.m. to \_\_\_\_\_\_\_\_\_\_ a.m./p.m.

 Starting Flexible Band - from \_\_\_\_\_\_\_\_\_ a.m./p.m. to \_\_\_\_\_\_\_\_\_\_ a.m./p.m.

 Ending Flexible Band - from \_\_\_\_\_\_\_\_\_ a.m./p.m. to \_\_\_\_\_\_\_\_\_\_ a.m./p.m.

This Alternative Work Schedule begins on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & continues until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days and hours when the employee is normally expected to be in the unit/department are:

Pay Period Workweek One

Sunday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Monday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Tuesday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Wednesday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Thursday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Friday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Saturday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Pay Period Workweek Two

Sunday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Monday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Tuesday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Wednesday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Thursday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Friday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

Saturday \_\_\_\_\_\_\_\_\_\_a.m./p.m. to \_\_\_\_\_\_\_\_\_\_a.m./p.m. with \_\_\_\_\_\_\_\_\_\_ minute lunch period

 The following plan and timetable for monitoring the appropriateness and effectiveness of this arrangement are acknowledged:

[For Non-exempt Employees only] The employee acknowledges that any additional work which might involve overtime must be approved in advance by their supervisor.

The employee agrees that all obligations, responsibilities, terms and conditions of employment with UMB remain unchanged, except those obligations and responsibilities specifically addressed in this Acknowledgment.

The employee agrees that a supervisor reserves the right to modify or suspend this Acknowledgment in the event of unanticipated circumstances regarding operational needs, employee performance or similar necessity.

I acknowledge by my signature that I have read the Alternative Work Schedule Policy and applicable guidelines, and understand and agree to all of their provisions.

Employee Signature Date

Supervisor’s Signature Date

The Acknowledgment shall be maintained in the department/unit time and leave records, with copies to the:

The employee

Employee’s Supervisor

Department head

Human Resource Services (ER/LR)