

SAMPLE ALTERNATE WORK WEEK ANNOUNCEMENT

August 8, 2008

From:

To:

Re: Alternate Work Schedule (9/80)

We are pleased to announce an Alternate Work Schedule (9/80) for (Dept goes here) personnel. The objective of the alternative work schedule is to offer schedules that allow flexibility to employees, while maintaining the (Dept) commitment to high quality customer service, fulfilling its operational responsibilities, and complying with relevant CSU bargaining agreements.

Participation in the alternate work schedule is voluntary and at the discretion of an appropriate administrator. Participation will be based on a written agreement (**this form is currently available on HR forms: [Notice of Alternate Work Schedule](#)**) between the employee and the supervisor that details the alternate schedule.

The program is as follows:

- The 9/80 schedule will be effective September 1, 2008 until further notice.
- Operational Hours for Human Resources: 7:00 a.m. – 6:00 p.m.
- 9/80 schedule will allow only for Monday or Friday off, every-other week.
- For a 9/80 work schedule, a work week shall consist of four (4) consecutive nine (9) hour days during each work week and an eight (8) hour day on the alternating fifth (5th) day during a fourteen (14) consecutive day workweek period.
- An employee shall be entitled to a meal period of not less than thirty (30) minutes, and not more than sixty (60) minutes each working day.
- An employee(s) may submit a written request to the appropriate administrator for a change in the work hours and/or workdays of his/her work schedule. Such requests shall be submitted twenty-one (21) days prior to the requested effective date of the change. An employee shall not submit more than four (4) such requests per year.
- Participation continues until/unless employee requests return to regular schedule, and/or administrator determines schedule to interfere with adequate operation of department and returns employee to regular schedule. Removal from the alternate work schedule is subject to the approval of the employee's appropriate administrator.
- In the event of a critical business event, employees are expected to report to work/attend, regardless of scheduled day off.
- All other terms and conditions of employment remain unchanged.

If you would like to take advantage of an alternate schedule, please meet with your appropriate administrator to discuss details. Complete the attached form. Once approved, your supervisor will meet with you to sign and acknowledge your new work schedule.

I look forward to a successful implementation.