

## Flexible Work Hours Agreement

This flexible work hours agreement is established between Bay de Noc Community College and [Employee name].

This agreement is effective as of [date] and will remain in effect unless modified or terminated by Bay College or the employee. In the event that either the College or the employee intends to terminate this agreement, a minimum of two-weeks written notice will be provided. In the event of a workplace emergency, this agreement may be suspended immediately and indefinitely. This agreement may be reviewed at any time if requested by either party.

The agreed upon flexible work arrangements are described as follows:

**Flex time:** ☐

**Compressed work schedule:** ☐

**Remote work:** ☐

**Time frame of request:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ **OR On-Going** ☐

### Work schedule

Day of Week	Work Hours	Work Location
Monday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>
Tuesday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>
Wednesday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>
Thursday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>
Friday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>
Saturday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>
Sunday	<a href="#">Click here to enter work hours.</a>	<a href="#">Click here to enter work location.</a>

Example:

Day of Week	Work Hours	Work Location
Monday	8:00 AM – 5:00 PM with hour lunch	On campus
Tuesday	8:00 AM – 5:00 PM with hour lunch	On campus
Wednesday	8:00 AM – 5:00 PM with hour lunch	On campus
Thursday	8:00 AM – 5:00 PM with hour lunch	Remote work location
Friday	8:00 AM – 5:00 PM with hour lunch	Remote work location
Saturday	Off	<a href="#">Click here to enter work location.</a>
Sunday	Off	<a href="#">Click here to enter work location.</a>

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

- The employee shall perform all job duties at a satisfactory performance level.
- The employee's work schedule does not interfere with normal interactions with his/her supervisor, co-workers or customers.
- The employee's work schedule does not adversely affect the ability of other College employees to perform their jobs.

- The employee will remain accessible during the College's core business hours.
- The employee's paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable College leave policies.

All of the employee's obligations and responsibilities, and terms and conditions of employment with Bay College remain unchanged, except those specifically changed by this agreement. Any noncompliance with this agreement by the employee may result in modification or termination of the flexible work arrangement established by this agreement.

I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Employee signature:

Date:

Supervisor signature:

Date:

PAC signature:

Date:

College President signature:

Date:

*(President signature needed in remote work or compressed schedule)*