



Human Resources & Payroll
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Flexible Work Agreement

Flexible Work Agreement form is used for compressed schedule, job sharing, and flextime¹. For telework and remote work assignments please complete the Telework/Remote Work Memorandum of Agreement located on the flexible work page at <http://hr.gmu.edu/worklife/flex>.

By completing and signing this flexible work agreement, you are acknowledging that you have read the policies and procedures associated with University Policy #2202: Flexible Work.

Section 1: GENERAL INFORMATION

The following constitutes a flex time agreement between:

_____ (please print)
 GEORGE MASON UNIVERSITY Supervisor/Manager

_____ (please print)
 Employee

 Employee Job Title

 Department

FLSA Status: Non-exempt (Overtime eligible) Exempt

Flexible Work Option

- _____ Alternate Job Schedule: Complete a two week schedule on the blank schedule below.
- _____ Compressed Schedule: Complete a two week schedule on the blank schedule below.
- _____ Flextime: Indicate arrival and departure times on blank schedule below.
- _____ Job Sharing (each person completes a Flexible Work Agreement and outlines how the position responsibilities will be covered)

¹ Flexible work is a part of the Mason culture. As such, an employee and supervisor do not need to complete a flexible work agreement if the employee's flex schedule start time is within 1 hour of his/her regular schedule start time. For example, if an employee's customary start time is 8:30am, a flexible work agreement only needs to be completed if the flex schedule start time is before 7:30 am or after 9:30 am.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Week 1							
Week 2							
Week 3							
Week 4							

Comments:

Section 2: EMPLOYEE TERMS AND CONDITIONS OF THE FLEXIBLE WORK PROGRAM

The employee volunteers to participate in the flexible work program and agrees to adhere to the applicable guidelines. The Department supervisor reviews all requests from his or her areas of responsibility, recommends the employee's participation, and agrees to adhere to the applicable guidelines. Human Resources and Payroll will audit the agreement for compliance to all University and Department of Human Resource Management Policies as well as state and federal laws. The supervisor and employee should initially review the Flexible Work Agreement after three (3) months, and if necessary revise the work arrangement.

A. Duration. This agreement will be valid beginning _____ and ending _____ (end date can be no longer than 15 months from the start date). At that time, both parties will participate in a review, which will result in continuation or termination of the agreement.

Date of initial 90 day review (required): _____. Flexible Work Agreement must be renewed annually.

B. Pay and Attendance. All pay, leave, and benefits will be based upon the employee's official classification. Employee's time and attendance will be recorded as performing official duties of the official position classification. The employee remains responsible for accurate and timely completion of the timesheet.

C. Leave. Employees must obtain supervisory approval before taking leave in accordance with established policy and office procedures. By signing this form, the employee agrees to follow established procedures for requesting and obtaining approval of leave.

D. Accessibility. The use of a flexible work option does not preclude an employee's attendance, if necessary, at meetings, training sessions, or similar events or occurrences scheduled on days or at times when the employee would customarily not be working due to a flexible work option. Alternate arrangements should be made so that the employee can attend the necessary function and take other time off.

Leave (compressed schedules only) – Employees working a compressed schedule must account for their individual workdays which may be extended for the purposes of recording leave. For example, if an employee working four 10 hour days is out sick, he/she will need to record 10 hours of sick leave.

Holiday Pay (compressed schedules only) – No exempt or non-exempt (overtime eligible) employee is eligible for more than 8 hours of holiday pay per holiday. If the holiday falls on the employee’s regularly scheduled work day, the employee will be credited with 8 hours of holiday pay for that day. Employees may use annual leave to maintain their hours of pay for that day or they may opt to work additional hours sometime during the work week.

Section 2: SIGNATURES AND APPROVAL:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

HR & Payroll Review : _____ Date: _____

Original signed document to be filed in Human Resources and Payroll Office. The employee and supervisor must keep copies. Flexible Work Agreements must be, at a minimum, reviewed annually with a new signed agreement submitted to HR & Payroll.