



Flexible Work Agreement form is used for compressed schedule, job sharing, and flextime. 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 Employee

\_\_\_\_\_  
Employee Job Title

\_\_\_\_\_  
Employee G Number

\_\_\_\_\_  
Supervisor (please print)

\_\_\_\_\_  
Department

FLSA Status (classified staff only):  Non-exempt (Overtime eligible)  Exempt

Employee Type:  Classified  Admin/Professional Faculty <sup>1</sup>  Non-student wage

Primary Work Location: Fairfax Arlington Science & Tech Loudoun Other (please describe (e.g. Herndon, Front Royal, etc. \_\_\_\_\_))

**Flexible Work Option**

- Alternate Job Schedule: Complete a two week schedule on page 2.
- Compressed Schedule: Complete a two week schedule on page 2.
- Flextime: Indicate arrival and departure times on page 2.
- Job Sharing (each person completes a Flexible Work Agreement and outlines how the position responsibilities will be covered)

<sup>1</sup> For Administrative/Professional faculty who also teach a paid course in addition to their regular duties, please check "Alternate Job Schedule" and complete a schedule on page 2. Given the fluid nature of some Admin/Prof faculty positions, it may not be possible to detail a specific schedule. Please indicate your typical schedule (e.g. Monday – Friday, 8:30-5:00) and any known changes to accommodate your teaching schedule. Describe any special circumstances in the comments section, if known.

All other Administrative/Professional faculty should check the relevant category for their specific flexible work agreement.

Sample Schedule:

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

Note: Please complete a schedule including start and end times. Schedule should include ½ hour unpaid lunch break if working 6 or more hours in one day.

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 Polices 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.

The flexible work policy does not provide for every contingency that may arise. Supervisors and employees entering into agreements based upon this policy will endeavor to work together to resolve any unforeseen situation that may arise.

**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): \_\_\_\_\_. 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. Overtime**. The employee must continue to work in his or her current FLSA status while working an alternate schedule. If the employee works overtime that has been ordered and approved in advance, he or she will be compensated in accordance with applicable policy and regulations. The employee understands that the supervisor will not accept the results of unapproved overtime work and will act vigorously to discourage it. By signing this agreement the employee agrees that failing to obtain proper approval for overtime work may result in his or her removal from the Flexible Work Program or other appropriate action.

**E. 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.

**F. Curtailement of the Agreement.** The employee may terminate participation in this program at any time unless flexible work was a condition of employment. However, management will provide 48 hours notice if the Flexible Work Agreement is to be terminated.<sup>2</sup>

Management has the right to remove the employee from the program at any time. Employees may be withdrawn from the flexible work program for reasons to include, but not limited to, declining performance and organizational benefit. Such withdrawal must be accomplished in accordance with established policies and procedures. It is possible that factors outside the control of GEORGE MASON UNIVERSITY could impact the continuation of the Flexible Work Program. In the event that the supervisory reporting relationship changes, this flexible work agreement is not binding and may be subject to review or cancellation.

**Leave (compressed schedules only)** – Employees working a compressed schedule must account for their individual workdays which may be extended for the purposes of recording all types of 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: \_\_\_\_\_

Department Head Name Printed: \_\_\_\_\_

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.

New agreement

Renewal. Start date of last agreement: \_\_\_\_\_

*Updated 2.2018*

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<sup>2</sup> If an Employee wishes to modify or end a Flexible Work Agreement, the Employee must provide reasonable notice.