Chabot-Las Positas
Community College District

FLEXIBLE WORK SCHEDULE AND TELECOMMUTING AGREEMENT*

In accordance with Article 11.10 of the CLPCCD and SEIU, Local 1021 Agreement, _____
W_____ , ("Employee") must indicate their requested schedule below and be signed and approved by their manager or supervisor for approval before it becomes effective. A fully signed and approved copy will be forwarded to Human Resources.

   A. **Employee will work one of the following schedules:**

   ___ 5/8 (*This schedule shall consist of eight (8) hours within any twenty-four (24)-hour period and a full workweek shall be five (5) consecutive days of eight (8) hours each within any seven (7)-day period.*)

   ___ 4/10 (*This schedule shall consist of four (4) consecutive days of ten (10) hours per day and forty (40) hours per week.*) Day of the week you will be off: _____

   ___ 9/80 (*This schedule shall consist of a two (2) week work period consisting of one (1) workday off and nine (9) days of work, eight (8) of which shall be nine (9) hour days and one (1) of which shall be an eight (8) hour day.*)
   Day of the week you will be off: _____
   Day of the week you will work eight (8) hours: _____

   ___ Other (identify):_____
   (*Such alternative workweek schedules shall not exceed forty (40) hours in any one week nor exceed ten (10) hours on any given day. This field may also be used to identify part-time work schedules.*)

   B. **An employee who works a schedule of 4/10, 9/80 or a five day per week schedule may be approved to telecommute one (1) day per workweek according to the following schedule:**

Day of the Week	Start Time	End Time	Lunch

   Note: Supervisor/Manager needs to contact ITS to coordinate VPN access, if required.

   C. **Effective Date:** _____   **End Date (if applicable):** _____

   D. **Additional Information:**

   _____   _____
   Signature – Employee   Date

   _____   _____
   Signature – Supervisor/Manager   Date

   During the summer alternative work schedule, a new agreement will be needed, if the schedule above changes. After the summer alternative work schedule ends, a new agreement is only needed if the above is different.