Wright State University Human Resources Building 2455, Suite 221 3640 Colonel Glenn Hwy Dayton, OH 45435

## Wright State University

## Flexible Work Arrangement Agreement Form

Effective Date:				Review of Agreement Date				
Employee Name:				Employee ID:				
Email Address:				Phone:				
Department Name:				_Job Title:				
Department Ad	dress:							
□ Classified Non Bargaining Unit □ Classified Bargaining □ Unclassified Hourly □ Unclassified Salary								
Labor Group (if applicable)					Details of arrangement may be attached to this document.			
□ Teamsters □ FOP					The employee and the supervisor should each retain a copy of this agreement and details attached.			
Arrangement:  □ Flex/Alternative Work Schedule (ie., 9am-6pm)  □ Compressed Work Week (ie., four (4) days ten (10) hours)  □ The Occasional Virtual Worksite					<ul><li>3. The supervisor may choose to file this agreement with human resources.</li><li>4. The supervisor must schedule periodic agreement reviews with employee to evaluate effectiveness of agreement and make modifications where necessary.</li></ul>			
	Regular Work Hours	Flex Hours	Compressed Work Hours	Virtua Worksi (check d	te	Please provide requirements/exp agree	ectations for this	
Sunday	1100110					g. 0 0.		
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
I have read and understand the Flexible Work Arrangement Guidelines. I understand that my failure to adhere to the expectations set by my supervisor may result in immediate suspension of this flexible work arrangement agreement. I understand that failure to adhere to all WSU policies and/or procedures while working under this agreement, may have an adverse effect on my employment, and could result in disciplinary action, up to and including termination.								
Employee Name (printed)				Supervisor Name (printed)				
Employee Name (signed)			Date	Supervisor Name (signed)		Date		
Second Level Supervisor (printed)				Second L	evel S	Supervisor (signed)	Date	

Date

Received in HR