



Flexitime Agreement for Summer 2024: May 6, 2024 - August 9, 2024

As announced in January 2024, Georgia College & State University (hereinafter GCSU) Summer hours of operation for the dates above have been amended to 8:00 AM-5:30 PM with 30-minute designated lunches from Monday - Thursday, and 8:00 AM - 12:00 PM on Fridays. Noted exceptions are the week of recognized holidays¹; during these weeks, GCSU will resume an 8:00 AM - 5:00 PM workday. Any weeks outside of the established holidays that an employee is unable to work the modified Summer hours of operation, they must document the requested modification via the form below, and obtain approval via the chain of command up to the Division Vice President/Provost. **Fully approved forms must be submitted to employeerelations@gcsu.edu and payroll@gcsu.edu based on the table listing the deadlines for submission as outlined at the end of this document.** Failure to submit the fully approved forms timely may result in inaccurate leave balances, inaccurate compensation, and/or may be subject to disciplinary action up to and including termination of employment.

This flexitime agreement (hereafter "agreement"), effective _____ (date) through approximately _____ (date), is between _____ (list employee name, hereinafter referred to as "Employee"), an employee of the GCSU, and GCSU.

The parties agree as follows:

Scope of Work

Employee agrees that unless a condition of employment, flexitime is voluntary and may be terminated by either the Employee or GCSU with or without cause.

Other than those duties and obligations expressly imposed on Employee under this agreement, the duties, obligations, responsibilities, and conditions of Employee's employment with GCSU remain unchanged. Employee compensation and participation in the retirement benefit and GCSU-sponsored insurance plans shall remain unchanged.

This agreement shall be construed, interpreted, and enforced according to the laws of the State of Georgia.

Work Hours and Leave

Employee agrees that work hours will conform to the terms agreed upon by Employee and GCSU.

If Employee is subject to mandatory overtime, he/she/non-binary agrees to obtain advanced supervisory approval before performing overtime. Working overtime without such approval may result in termination of the flexitime option and/or appropriate action.

Employee agrees to obtain advance supervisory approval before taking leave.

¹ Monday, May 27th - Memorial Day, Wednesday, June 19th – Juneteenth, and Thursday, July 4th - Independence Day. As a reminder, Friday, July 5th is a campus closure; refer to forthcoming information from GCSU Payroll about appropriate time entry for this date.

Work Schedule and Work Status

Employee agrees to develop a work schedule with Employee’s supervisor and Employee’s supervisor must agree, in advance, to any changes to Employee’s work schedule. Modified schedule will be as follows:

| Day of the Week | Number of Hours Worked (Ex: 8 hours) | Schedule (Ex: 8A-5P) | Lunch (Ex: 12-1PM) |
|-----------------|---|----------------------|--------------------|
| Sunday* | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday* | | | |

**If working weekends, this must be approved by the Provost/Division VP and should only be done in extremely short periods of time, not to exceed one-month.*

Reason for Request*

Work related

Examples include, but are not limited to, GCSU events or camps, professional development/training opportunities, etc. that require a campus presence beyond the modified work hours.

Non-work related

Examples include, but are not limited to, childcare obligations, needing more than 30 minutes for a lunch break in order to complete any variety of tasks unrelated to work, etc.

Other (providing any additional information is purely voluntary): _____

**A reason for this request must be provided; additional details and/or justification do not need to be submitted beyond a selection of one of the 3 options above by simply checking the appropriate box that is most closely associated with your situation.*

Employee agrees to present suggested modification to Employee’s work schedule to Supervisor prior to implementing any changes. The modified schedule must be agreed upon by all parties and the modification documented on file in the Office of Human Resources. Any modification to what is documented above will require a new flextime agreement. Employee agrees to perform only official duties and not to conduct personal business while on work status during the flextime hours, regardless of direct supervision.

During the period of this agreement, the employee agrees that he/she/non-binary shall be covered by all GCSU policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period. Failure to uphold the agreement established within this document may result in disciplinary action, up to and including termination of employment.

Employee (Signature)

Date

ALL SIGNATURES WITHIN THE EMPLOYEE’S CHAIN OF COMMAND UP TO THE DIVISION VP/PROVOST ARE REQUIRED.

1. Supervisor: [] Approved [] Denied

Supervisor (Signature)

Date

2. Department Chair/Director: [] Approved [] Denied

Department Chair – *Faculty* /Director - *Staff* (Signature)

Date

3. Dean/AVP: [] Approved [] Denied

Dean – *Faculty* /AVP - *Staff* (Signature)

Date

4. Provost/Division VP: [] Approved [] Denied

Provost – *Faculty* /Division VP - *Staff* (Signature)

Date

ACTION REQUIRED -- **Provost/Division VP:** Please submit all completed forms to employeerelations@gcsu.edu for notification to the employe and supervisor of approval or denial, and to payroll@gcsu.edu for required modification to the timecard schedule. **This must be done based on the table listing the deadlines for submission as outlined below.** Employees should follow the deadlines listed below for their respective pay frequency schedule (biweekly or monthly):

Deadline for Submission--Biweekly:

Deadline for Submission - Monthly:

| Pay Period Begin Date/Pay Period Containing Modified Schedule | Fully Approved Document (with VP's signature) due to ER & Payroll by NOON |
|---|--|
| Sun, 04/28/2024 | Thurs, 04/25/2024 |
| Sun, 05/12/2024 | Fri, 05/03/2024 |
| Sun, 05/26/2024 | Fri, 05/17/2024 |
| Sun, 06/09/2024 | Fri, 05/31/2024 |
| Sun, 06/23/2024 | Fri, 06/14/2024 |
| Sun, 07/07/2024 | Wed, 06/26/2024* |
| Sun, 7/23/2024 | Fri, 07/12/2024 |

| Pay Period Begin Date | Fully Approved Document due to ER & Payroll by NOON |
|-----------------------|--|
| Wed, 05/01/2024 | Thurs, 04/25/2024 |
| Sat, 06/01/2024 | Fri, 05/17/2024 |
| Mon, 07/01/2024 | Fri, 06/14/2024 |
| Thurs, 08/1/2024 | Fri, 07/19/2024** |

*Allows Payroll one week to adjust schedules before July 4 Holiday and July 5 campus closure

**Only allowable through the week ending August 9, 2024