

ALTERNATE WORK SCHEDULE AGREEMENT – Request Form Instruction Sheet

The attached Alternate Work Schedule Agreement-Request form is required for all employees working an alternate work schedule. An alternate work schedule is any schedule other than 8 hours, 5 days a week, Monday through Friday (5-8's).

No schedules will be changed on the OSPS Work Schedule Data Screen without this form being completed and received by DAS Payroll.

Complete the form as follows

Employee's name

Employee's ID number

Date Submitted

Agency name and division

Fill in alternative work schedule table information. All sections must be completed.

Section A – Enter total **Hours** (worked) each day.

Examples: (10, 10, 10, 10, 0) or (9, 9, 9, 9, 4)

Section B - Enter **Times** (from – to) worked each day

Examples: (7:30 – 5, 8-5, 9-6, 7-5)

Section C – Enter the **Length** of lunch period.

Enter **Beginning** and **Ending** dates

- a. All Schedules start on a Monday (exceptions: Schedule “F” and “M” see Article 90.5 13e,(1))
- b. “Until further notice” is an option for an ending date
- c. Payroll will not change to new alternate schedule without a new ‘Agreement’
- d. E-mail to payroll can be used to change to 5-8's

Employee and supervisor must sign and date

Any questions call payroll @ 503-378-2349 ext 223

Distribution: DAS Payroll - Original agreement
Division/Section File – Copy of agreement