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**Staff Alternative Work Schedule Approval Form**

Please attach all pertinent documentation. For purposes of this policy, an alternative work schedule is an ongoing schedule adjustment that lasts one semester or longer. Adjustments for individual days should normally be addressed through the personal leave or annual leave policy. Supervisor approval and submission of form to the Human Resources Department is required prior to any semester in which an alternative work schedule is being requested.

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Alternate Schedule Request -

Start Date Click or tap here to enter text. End Date Click or tap here to enter text.

Year Click or tap here to enter text. Semester Click or tap here to enter text.

Monday Start and End Time Click or tap here to enter text.
Tuesday Start and End Time Click or tap here to enter text.
Wednesday Start and End Time Click or tap here to enter text.

Thursday Start and End Time Click or tap here to enter text.

Friday Start and End Time Click or tap here to enter text.

Note: One-hour lunch breaks should be accounted for in the times above, and each week must include the minimum 40 hours of work.

*Northern Oklahoma College values the well-being of our employees and recognizes its responsibility to prepare them to contribute positively to the work place environment as well as society. To be considered for an alternative schedule adjustment individuals must adhere to the standard work requirements for the request*.

Alternative Work Schedule Guidelines: Employees (both exempt and non-exempt) may submit a request for an alternative work schedule when they seek a longer-term adjustment that will alter the normal work schedule (e.g. arriving one hour later and leaving one hour later). To be eligible for an alternative work schedule, a request must be submitted each semester and all of the following conditions must be met:

* Requests for an alternative work schedule are made by completing the request form and submitting to the direct supervisor for approval. If approved by the vice president in the area, the signed form must be filed in the Human Resource Office for the duration of the time during which the alternative schedule will apply. All requests, whether approved or denied, will be compiled in a quarterly report to be shared with the President.
* Alternative work schedules must be adjusted within the work week so that the minimum 40 hours of work (or approved number of hours for summer work week) are completed.
* The employee must be in good standing with strong performance evaluations and no plan of improvement or disciplinary action in place for the prior year.
* While all employees are eligible to apply for alternative work schedules, not all positions may lend themselves to a flexible work week. The nature of the employee’s work area must be considered and whether or not work can be done outside of the normal working hours (8-5) and, in particular, the core service hours (9-4) or if services would be affected negatively by the altered hours.
* If it is determined that services or productivity is being negatively affected, an approved alternative work schedule may be rescinded.

In the section below, please give an explanation of the circumstances that prompted your request for alternative work hours.

Click or tap here to enter text.

Employee’s Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Immediate Supervisor’s Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Supervising VP’s Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

President’s Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Date Received by Campus VP, if applicable: Click or tap here to enter text.

Date Received in Human Resources: Click or tap here to enter text.