



Flextime Agreement

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

The parties agree as follows:

Scope of Work

Employee agrees that unless a condition of employment, flextime is voluntary and may be terminated by either the Employee or Georgia College 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 Georgia College remain unchanged. Employee compensation and participation in the retirement benefit and Georgia College-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 Georgia College.

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 flextime option and/or appropriate action.

Employee agrees to obtain advance supervisory approval before taking leave.

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.*

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.

Georgia College Policies

During the period of this agreement, the employee agrees that he/she/non-binary shall be covered by all Georgia College 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

Supervisor: ☐ Approved ☐ Denied

Supervisor (Signature)

Date

Department Chair/Director: ☐ Approved ☐ Denied

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

Date

Dean/AVP: ☐ Approved ☐ Denied

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

Date

Provost/Division VP: ☐ Approved ☐ Denied

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

Date

Provost/VP: Please return to HR (employeerelations@gcsu.edu) for compliance review; if for any reason the request is deemed non-compliant, all parties will be notified.

HR Use Only



Terms of Agreement have been reviewed and placed in personnel file:

HR Representative (Signature)

Date