

**ALVIN COMMUNITY COLLEGE**

**FLEX TIME AGREEMENT**

**PART I: EMPLOYEE REQUEST**

**EMPLOYEE NAME:** \_\_\_\_\_ **EMPLOYEE ID:** \_\_\_\_\_

**REQUESTED FLEX SCHEDULE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
[SPECIFY TIME] [SPECIFY TIME]

**REQUESTED START DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PART II: SUPERVISOR RECOMMENDATION**

*Approval to participate in a Flex Time Agreement is contingent on verification that participation will have no impact on the employee's productivity or adverse effect the efficient operation of the department and/or Alvin Community College commitment to excellence*

**FLEX SCHEDULE REQUEST**  **APPROVED**

**DENIED**

**IF REQUEST IS DENIED, PLEASE PROVIDE RATIONALE** [ATTACH ADDITIONAL SHEET IF NECESSARY]

\_\_\_\_\_  
**SUPERVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REQUEST PROCEDURES**

1. The employee must complete the following information with the proposed adjusted schedule. Forty (40) hours per week must be completed in a five (5) day work week.

Examples: 7:00 a.m. to 4:00 p.m.  
7:30 a.m. to 4:30 p.m.  
8:00 a.m. to 5:00 p.m.  
8:30 a.m. to 5:30 p.m.  
9:00 a.m. to 6:00 p.m.

There are exceptions to these time frames, such as Housekeeping, Campus Police, and Child Care, which already have established schedules that work best for those departments.

- 2. The Flex Time Agreement will be an arrangement between the employee and the immediate supervisor. The Agreement must be signed and dated by the employee and the supervisor.
- 3. The employee may not change, or revise, any flexible work schedule without prior written approval from the supervisor. The supervisor may revise or rescind the agreement due to college needs, lack of employee productivity, or violation of any of the terms of the agreement.
- 4. If changes are requested or required by either the employee or the supervisor, a revised Flex Time Agreement form must be submitted and approved before the changes are effective.
- 5. All agreements are to be filed and maintained by the supervisor.