

CHANGE IN WORK DAYS/HOURS REQUEST

Per the CSEA Agreement, Article X-B “The District shall establish the daily beginning and ending times for classified positions. Upon mutual agreement between the District and the unit member to a change in work hours, the District shall provide a ten (10) work day notice to affected unit members before changing their hours of work. By mutual agreement, notice time can be less than ten (10) work days. The District shall provide CSEA with a copy of the Change in Work Days/Hours Request form.

If mutual agreement is not reached, changes to a unit member’s daily hours must be negotiated with CSEA or layoff procedures are followed.”

Employee Name: _____ Title: _____

Department: _____ College/Location: _____

Supervisor: _____

Current Work Days/Hours: _____

New Work Days/Hours: _____

Is this change temporary or permanent?

Effective Date: _____ End Date (if temporary change): _____

Have you discussed this with the employee? Yes No Date: _____ Emp Initials: _____

Reason for change:

I have discussed the change in my work hours with my supervisor and I am in agreement.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____