

**APPENDIX B.
Flextime Understanding**

Flextime is a mutual work agreement between employer and employee that allows for some component of the employee's work to be performed at flexible hours/days other than the standard work hours and/or workweek as defined by University of Texas-Houston Health Science Center. Flextime is supported by the University provided the missions of both the department granting flextime and the University are uncompromised and fully met.

The following constitutes the terms and conditions of flextime which the employee must follow.

Work Hours

Total hours to be worked per week: _____

Core hours are routinely expected to include the following:

- Monday _____
- Tuesday _____
- Wednesday _____
- Thursday _____
- Friday _____
- Saturday _____
- Sunday _____

Schedule Evaluation

The employee will meet/communicate with the supervisor as necessary and appropriate to review work progress and effectiveness of the flextime schedule.

Salary and Benefits

The salary and benefits of an employee on Flextime will remain the same as if the employee were working a standard schedule/workweek.

Overtime

An employee on flextime cannot accrue overtime or compensatory time without the supervisor's permission. All overtime or compensatory time must be accrued at the primary workplace.

Workers' Compensation

The flextime employee is covered by Worker's Compensation only if the injury is sustained in the course and scope of employment while on a flextime schedule.

Termination of Arrangement

Unless Flextime has become a requirement of the job, the supervisor or the employee may terminate this arrangement at any time with 7 days notice.

I have read the University's Flextime Guide as well as this understanding and have discussed my flextime plan with my supervisor. I am in agreement with all policies and guidelines related to flextime and agree to uphold the terms.

Employee's Name _____ Date _____

Supervisor's Name _____ Date _____

Upon approval of this understanding, one copy should be given to the employee and one copy should be on file with the granting supervisor.