



Middle Georgia State University

Flextime Proposal and Agreement

This flextime agreement (hereafter, “agreement”), effective (date) _____ is between (employee name) _____ (hereinafter, “employee”), an employee of Middle Georgia State University. **This flextime proposal and agreement was developed in response to the unique employment circumstances resulting from the COVID-19 health crisis and the Governor’s Executive Orders pertaining thereto.** The parties agree as follows:

Scope of Work

Employee agrees that unless a condition of employment, that flextime is voluntary and may be terminated, by either the Employee or Middle Georgia State University 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 Middle Georgia State University remain unchanged. Employee’s salary and participation in the retirement benefit and Middle Georgia State University 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 Middle Georgia State University.

Employees subject to mandatory overtime agree to obtain advance supervisory approval before performing overtime. Working overtime without such approval may result 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. Employee agrees to provide department timekeeper with a copy of Employee’s Work Schedule.

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.

The employees schedule shall be as follows:

Day of the week	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Work Performance

Employee agrees to provide regular reports, as required by the supervisor to help evaluate work performance. Employee understands that a decline in work performance may result in termination of this agreement by Middle Georgia State University.

Other Action

Nothing in this agreement precludes Middle Georgia State University from taking any appropriate disciplinary or adverse action against Employee if Employee fails to comply with the provisions of this agreement or terms and conditions of employment.

Participation in Studies and Reports

Employee agrees to participate in studies, inquiries, reports, or analyses relating to flextime at Middle Georgia State University's direction.

Term of Agreement

This Agreement shall be for the period of (start date) _____ through _____ (not to exceed June 30 which is the end of current fiscal year) and may be renewed in one year periods or shorter at the discretion of the supervisor if requested by the Employee.

Provisions for Cancellation of Agreement

Employee's participation in the flextime program is voluntary and is available only as long as Employee is deemed eligible at Middle Georgia State University's sole discretion. Flextime is not an entitlement or benefit of employment. Either party may cancel Employee's voluntary participation in flextime, with or without cause, upon reasonable notice thereof, in writing, to the other. This agreement is not a contract of employment and may not be construed as one.

(Signatures on following page)

I have read and understand this Agreement and agree to abide by and operate in accordance with the terms and conditions described in this document. I agree that the sole purpose of this agreement is to regulate flextime and that it does not constitute an employment contract nor an amendment to any existing contract and may be cancelled at any time.

Flextime Participant (Print Name)

Supervisor (Print Name)

Flextime Participant Signature

Supervisor Signature

Date

Date

Divisional Vice President (Print Name)

Divisional Vice President Signature

Date

Vice-President to forward signed document to Human Resources.