



University of Texas Health Science Center at Houston Appendix B: Flextime Understanding Agreement

Working a flextime schedule is a mutual work agreement between employer and employee that allows for an employee to work a schedule different than the UTHSC-H standard work hours/work week of 8:00am-5:00pm Monday through Friday. Flextime schedules are supported by the University provided the missions of both the department granting flextime work schedules and the University are uncompromised and fully met.

The following constitutes the terms and conditions of flextime scheduling which the employee has agreed to follow:

Work Hours

Total hours to be worked per week: _____

Flexible work hours for (Employee)_____ will be:

Mon:_____ Thurs:_____

Tues:_____ Fri:_____

Wed:_____ Sat: (if applicable)_____

Sun: (if applicable)_____

I understand that all work expectations, performance and performance reviews, vacations, salary, benefits, overtime needs and any other expectation of my job will remain the same on a flexible work schedule just as they are on a traditional schedule.

I understand that flexible work schedules are granted solely at my supervisor's discretion and can be terminated at any time when it is in the best interest of the department or the university.

I have read the University's Flextime Guidelines and agree to those requirements.

Employee

Date:_____

Supervisor

Date:_____