



Lake Sumter
State College

Flex Work Schedule Agreement
To be completed and signed by Employee and Supervisor
Return one copy to Human Resources

This flexible work arrangement agreement is established between
Lake-Sumter State College and _____.

This agreement shall become effective as of _____ and shall remain in effect until _____ unless modified or terminated by LSSC, the employee, or the supervisor or successor to the supervisor of the employee. In the event that either LSSC or the employee needs to modify or terminate the agreement, it will be achieved by mutual consent between the employee and the supervisor or require four weeks' notice to the employee.

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

The employee shall perform all job duties at a satisfactory performance level.

The employee's work schedule does not interfere with normal interactions with his/her supervisor, co-workers, or students.

The employee's schedule does not adversely affect the ability of other College employees to perform their jobs.

The employee assures his/her accessibility to co-workers who maintain LSSC's regular working schedule.

The employee's work schedule will ensure attendance at all required department /college meetings (Convocation, All-College meetings, etc.).

The employees' paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable leave policies

The employee maintains this agreed-upon work schedule.

All of the employee's obligations and responsibilities, and terms and conditions of employment with the College remain unchanged, except those specifically changed by this Flexible Work Schedule Program agreement. Any non-compliance with this agreement by the employee may result in modification or termination of the flexible work schedule established by this agreement.

I have read and understand the LSSC Flexible Work Schedule Program agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Signature of Employee: _____ Date: _____

Approval of Supervisor: _____ Date: _____

Next Schedule Review Date: _____