

ALTERNATIVE WORK ARRANGEMENT AGREEMENT – FLEXTIME

_____ (“Employee”) and the Trustees of the Stevens Institute of Technology (“Stevens” or the “University”) mutually agree that Employee will begin a Flexible Work Schedule (“Flextime”) alternative work arrangement (the “Alternative Work Arrangement”) effective on _____ pursuant to this Agreement (the “Agreement”).

1. **Participation.** Employee recognizes that this Alternative Work Arrangement is not an entitlement but rather is an optional method that the University may approve to better accomplish the University’s activities. This Alternative Work Arrangement is granted in the discretion of Employee’s supervisor, the Vice President overseeing the department in which Employee works, and the Vice President for Human Resources. This Alternative Work Arrangement may be reassessed, modified, and ended at any time and for any reason. This Agreement does not constitute and will not be construed as a contract of employment. Employee’s employment relationship with the University continues to be “at-will.”

2. **Description of the Alternative Work Arrangement.**

Stevens and Employee agree that Employee is permitted to work the following alternative work schedule:

3. **Salary and Benefits.** Employee understands and agrees that this Alternative Work Arrangement does not affect Employee’s salary or benefits.

4. **Application of University Policies, Procedures and Rules.**

(a) Employee understands and agrees that this Alternative Work Arrangement is subject to the University’s “Policy on Alternative Work Arrangements for Administrative Staff,” as modified from time to time.

(b) Employee understands and agrees that this Alternative Work Arrangement is not intended to supersede or override Stevens’ policies, procedures, rules, or standards of conduct. Employee agrees to adhere to all applicable University policies, procedures, rules, and standards of conduct.

(c) If Employee is a non-exempt employee, Employee understands and agrees that Employee may not work overtime hours unless specifically authorized in writing by Employee’s supervisor in advance.

5. **Entire Agreement.**

This Agreement is the entire agreement with respect to the subject-matter addressed herein. This Agreement takes precedence over any prior discussions Employee has had with any Stevens’ personnel with respect to the topics addressed in this Agreement.

I have read both this Agreement and Stevens' "Policy on Alternative Work Arrangements for Administrative Staff" and agree to comply with all requirements set forth in both documents.

_____ Date: _____

Print Name of Employee:

Acknowledged By:

_____ Date: _____

Name of Supervisor:

Title:

_____ Date: _____

Name of Vice President:

Title:

_____ Date: _____

Print Name:

Vice President for Human Resources