



**CLASSIFIED EMPLOYEE
AGREEMENT TO CHANGE IN WORKDAY**

This agreement is entered into in accordance with Section 9.3 Changes to Work Schedule of the Collective Bargaining Agreement between the California School Employees Association, Chapter 83, and the Visalia Unified School District. Any changes exceeding four workweeks in an employee’s work schedule shall first be submitted to and approved and signed by Human Resources Development at the CSEA President/Designee. Any changes in work schedule shall be agreed to be the employee and his/her supervisor and must be reviewed and approved by HRD before implementation.

The intent of this form is to make minor changes in an employee’s daily work schedules to better serve the needs of students and/or program.

To be completed by supervisor:

Employee Name:	
Work Location:	
Position:	
Current Schedule:	
New Schedule:	
Effective Date:	
Reason for change:	

By signing below, I agree to the change in work schedule as stated above. Furthermore, I understand that the change will not be effective, regardless of the effective date stated above, until all parties have signed and the form has been returned to employee/supervisor.

Supervisor Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

CSEA President Signature: _____ **Date:** _____

HRD Signature: _____ **Date:** _____