SALINAS UNION HIGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

WORK SCHEDULE CHANGE REQUEST FORM

Per Article VI, Section 6.2.1: Prior to making any temporary or ongoing changes in an employee's assigned work times, including changes to the scheduling of the lunch period, either due to employee request or business necessity, the appropriate site administrator or manager will convene and facilitate a meeting which will include the employee(s) affected, site administrator or manager, and a CSEA officer/designee or site representative as specified by CSEA.

EMPLOYEE INFORMATION:

Employee Name: _____ Position Title: _____

Site: _____ Total Work Hours: _____

Current Start Time: _____ Current Lunch Break: _____ Current End Time: _____

REQUESTED CHANGE:

☐ Correction ☐ Employee Request ☐ Administration Request

RATIONALE:

_____

_____

_____

Requested Start Time: _____ (Example: 8:00 a.m.)

Requested End Time: _____ (Example: 5:00 p.m.)

Requested Lunch Break Start: _____ (Example: 11:30 a.m.)

Requested Lunch Break End: _____ (Example: 12:30 p.m.)

Total Work Hours: _____

Requested Effective Date: _____ End Date: _____ (Required for Temporary Change)

Employee Signature:_____ Date:_____

Administrator Signature: _____ Date: _____

CSEA Signature: _____ Date: _____

HR Administrator Signature: _____ Date: _____

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HR PROCESS

- ☐ Update Escape
- ☐ Notify Employee, Site/Department Administrator, and Secretary