



Classified Employee
Change of Hourly Schedule Agreement – 2024 - 2025
CENTRAL UNIFIED

Employee: _____

Classification: _____

Job Title: _____

Site: _____

Work Year: _____

Hours/Weeks: _____

Current Hourly Assignment:

New Hourly Assignment:

Work Hours: _____ New Work Hours: _____

Reason for Requested Change: _____

Per Article 5.C, "Notwithstanding Paragraph "A" above, each employee shall be assigned a fixed regular and ascertainable work schedule at the time of initial employment. Certain positions may have a flexible work schedule due to the nature of the work required (i.e. Accompanist). The work schedule shall be established by the district in its sole discretion and may be changed by the district in order to address its operational and/or program needs. To accommodate the need of the district, the employee's supervisor may adjust the workday, start or stop time of an employee by a maximum of one (1) hour. By mutual agreement between the employee, CSEA and the supervisor, an employee's workday may be adjusted by more than one (1) hour. The employee shall be paid at the regular rate of pay. A copy of the Change of Hourly Schedule Agreement form, will be made available to CSEA."

Employee Signature Date

Principal/Site Director Signature Date

Immediate Supervisor Signature Date

----- DO NOT WRITE BELOW THIS LINE HR USE ONLY -----

Date of Action:

GRANTED

DENIED

Director of Human Resource

Date