

Town of Riverhead  
Flexible Work Agreement

Pursuant to the Agreement by and between the Town of Riverhead and CSEA Local 1000 AFSCME, AFL-CIO, Article III (2)(c), a full-time employee and his/her department head, upon their mutual consent, as well as approval of the Town Supervisor and CSEA President or designee, may flex the employee's work hours within the employee's defined work week, provided that the impact upon the Town is cost neutral.

**WHEREAS**, \_\_\_\_\_ is employed by the Town of Riverhead in the job  
*(Name of Employee)*  
title \_\_\_\_\_ for the \_\_\_\_\_ Department; and

**WHEREAS**, \_\_\_\_\_ is scheduled to work 8:30 am to 4:30 pm  
*(Name of Employee)*  
with an opportunity for one-hour unpaid meal period; and

**WHEREAS**, \_\_\_\_\_ has requested that his/her immediate supervisor/  
*(Name of Employee)*  
department head, \_\_\_\_\_, grant his/her request to flex the employee's  
work hours within the employee's defined work week; and

**WHEREAS**, \_\_\_\_\_ and \_\_\_\_\_ agree  
*(Name of Employee)* *(Name of Department Head)*  
that the "flex time" schedule shall not be modified day by day or week by week and is  
intended as a set schedule such that employee shall not deviate from the approved "flex  
time" hours of employment unless (1) circumstances critical to operation of town  
government or the department require the employee to deviate from the "flex time" hours  
set forth below and subject to approval of the Supervisor and Union or (2) in the event that  
a Town recognized holiday falls on a day wherein the employee was scheduled to work  
additional "flex hours" or on a day the employee was not scheduled to work or scheduled to  
work less than the standard hours of employment due to the "flex" schedule, the employee,  
subject to Department Head approval (Department Head must indicate approval on the  
time sheet for the modification of the flex schedule due to the holiday). may work  
additional hours or seek to reduce his/her hours, as the case may be, such that the time to  
be worked or credited shall be apportioned on each of the remaining days for that week  
only without the requirement for Supervisor and Union approval. (i.e. an employee is  
working flex hours under an approved "Flex" Agreement such the employee is off every  
Monday and during the last week of May the Town has declared a holiday on Monday, the  
employee \*with Department Head approval, may decrease his/her scheduled flex hours for

each day of the remainder of the week to account for the 7 hours credited to his time sheet due to the holiday; an employee is working "flex" hours such that he is off every Friday and during the last week of May the Town has declared a holiday on Monday, the employee \*with Department Head approval, may increase his/her scheduled flex hours for each day of the remainder of the week to make up any additional time he was scheduled to work on the holiday). Note, notwithstanding the above, an employee scheduled to work standard hours of 8:30 to 4:30 may not schedule flex hours prior to 7:30 am and/or after 6:30 pm. In addition, in the event of a declared emergency or such other situation wherein the Town Supervisor provides for excused absence time, an employee working a flex schedule may only receive excused absence credit for those hours wherein the employee was scheduled to work (be in attendance); and

**WHEREAS**, \_\_\_\_\_ has reviewed \_\_\_\_\_ request  
(*Name of Department Head*) (*Name of Employee*)  
for flex time together with staffing requirements necessary to accomplish the duties,  
responsibilities and expectations related to the operation/performance/management of  
the Department and needs of town government; and

**WHEREAS**, based upon all of the above, \_\_\_\_\_, as the  
(*Name of Department Head*)  
supervisor/department head of \_\_\_\_\_ recommends that the request  
(*Name of Employee*)  
to flex the employee's work hours within the employee's defined work week be approved,  
subject to the department head or Town Supervisor's right to terminate this agreement,  
effective immediately, for (1) failure to adhere to the terms & conditions recited above and  
the schedule set forth below; or, (2) failure of the flex time agreement to prove to be cost  
neutral to the Town. Notwithstanding the above, a department head/employee shall have a  
mutual right to terminate the agreement upon 15 days written notice.

I, \_\_\_\_\_, have read the above flex time agreement.  
*(Name of Employee)*

**I understand that my failure to adhere to the terms & conditions above and the flex time schedule set forth below may result in the immediate termination of this flex time agreement or mutual right of either party (supervisor/employee) to terminate the agreement upon 15 days written notice.**

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**(Employee Signature)**

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**NOW THEREFORE**, \_\_\_\_\_ approves the following flex time schedule for  
(Name of Department Head)  
\_\_\_\_\_:  
(Name of Employee)

<u>Day of Week</u>	<u>Flex Work Hours</u> (i.e. 7:30 am-5:00 pm)	<u>Meal Period</u> (between the hours of 11:00am-2:00 pm)
Monday	____ a.m./p.m. to ____ a.m./p.m.	____ a.m./p.m. to ____ a.m./p.m.
Tuesday	____ a.m./p.m. to ____ a.m./p.m.	____ a.m./p.m. to ____ a.m./p.m.
Wednesday	____ a.m./p.m. to ____ a.m./p.m.	____ a.m./p.m. to ____ a.m./p.m.
Thursday	____ a.m./p.m. to ____ a.m./p.m.	____ a.m./p.m. to ____ a.m./p.m.
Friday	____ a.m./p.m. to ____ a.m./p.m.	____ a.m./p.m. to ____ a.m./p.m.

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Employee Signature/Job Title

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Department Head Signature/Department

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Supervisor for the Town of  
Riverhead, Timothy C. Hubbard

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CSEA President, Terri Davis

\*The Office of the Financial Administrator-Payroll Department shall maintain a copy of this agreement and report any time record which fails to adhere to the terms and flex schedule above to the Office of the Supervisor.

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