



Alternative Work Schedule Form Nine/Ten/Eleven Months Option

The nine/ten/eleven months work schedule permits an employee to work a schedule of less than the traditional twelve months.

From (Print Employee's Name)

UM ID #

To (Print Supervisor's Name)

The following is a request for and agreement of understanding for this alternative work arrangement.

Time period the employee will work:

From (Month/Day)	To (Month/Day)	From (Month/Day)	To (Month/Day)	From (Month/Day)	To (Month/Day)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total number of months scheduled to be worked: 9 months 10 months 11 months

Total hours scheduled per week: 37.5 40

Work Days and Scheduled Hours

	Start Time	Lunch Period	End Time
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scheduled Holidays Will be paid for scheduled holidays falling within those time periods of actual work. However, if a scheduled holiday falls on a scheduled day off, a substitute day off may be arranged.

Overtime (for biweekly employees) Will be paid for hours worked over 40 in a work week and/or hours worked on a scheduled holiday.

Sick/Vacation Accrual Biweekly paid employees' accrual is based on hours worked.
Monthly paid employees' accrual is based on 80% of full-time regular schedule.

Medical and Dental premiums will change for the first of the month following the change to/from this option. This will remain in effect for each month the agreement is in place. If the Agreement is terminated by the employee prior to the anniversary of the start date, the employee will be charged a pro-rated amount.

University Benefits Tuition Remission benefits will remain the same for an entire semester depending on the employee status at the beginning of the semester (i.e., changes to/from this option during the semester will not change tuition remission benefits until the next semester). If courses are taken in the next semester, the employer's contribution toward tuition remission would be reduced by 20% and that amount would be payable by the employee directly to the Bursar for tuition.

Health/Dental premiums, Tuition Remission costs and other payroll deduction for the time periods not worked and no pay is received are the obligations of the employee and arrangements must be made with the appropriate offices. Obligations concerning garnishments, child support or IRS levies should be arranged for in consultation with the Payroll Office.

Payroll Deductions

Various payroll deductions are often spread over a 12-month year, with either 12 pay checks or 26 pay checks being the norm. This new work schedule will result in fewer checks being received. The employee must contact those offices requiring deductions to arrange for alternative payments. Representative offices requiring deductions are: Athletics, Credit Union, Parking, Benefits Administration, Jackson Gift Shop, Wellness and Canterbury Child Centers.

Time Recording (for biweekly employees)

Time is to be recorded exactly as worked, with any overtime, adjustments and/or revisions approved by the supervisor.

By my signature below I understand this agreement and agree to abide by Personnel Policies B003 and B004 (available on the web at http://www.miami.edu/UMH/CDA/UMH_Main/1,1770,13610-1,00.html)

APPROVALS

Employee

Date

Supervisor

Date

Dean, VP (If required by Division Head)

Date

Human Resources/Faculty Affairs

Date

Benefits Administration

Date

Requested Start Date (Must be the beginning of a pay period)

Approved Start Date

An online document is required to activate/stop this option.
Termination of alternative work arrangements are governed by personnel policy B004.