GUIDELINES FOR ALTERNATIVE SCHEDULES

In response to the Governor’s Work Away Initiative, Georgia Perimeter College will be allowing for alternative scheduling for employees. As a part of this project, all areas of the college may allow those employees whose job duties are amenable to alternative schedules to work schedules other than 8-5, M-F: to schedule days to work at home or to telecommute.

The project comes as a response to concerns related to the effects of ozone on the environment, especially during the summer months, and conservation of energy. All areas of state government employment have been mandated to participate in this worthwhile program.

The following are guidelines for the implementation of the alternative schedules project for GPC. Please review the guidelines and explain them carefully to those employees in your area who will be participants. If you or your employees have questions or concerns about the program as it continues, please contact Jim Rasmus, Chief HR Officer, in the Human Resources Office at 678-891-2546.

1. All offices of the College will continue to be open to serve the public and the campus community during regular work hours, which are 8:00 AM to 5:00 PM, Monday through Friday.

2. Employees may be allowed to work (4) ten-hour days. The alternative schedules must be arranged so that the offices are covered during work hours on all regular workdays.

3. Employee’s schedules must include a lunch break of at least 30 minutes (Example: ten-hour schedule 7:00 AM to 5:30 PM includes 30-minute lunch break).

4. All employees will work holiday weeks as regular weeks (8-hour days with regularly scheduled holidays).

5. Employees who take sick or annual leave while on alternative schedules will turn in (10) hours per day absent.

6. Alternative scheduling is at the discretion of the employee’s supervisor and not an employee right or benefit.

7. Employees who are telecommuting or working from home must have a regularly posted schedule and must be available by telephone during the time. Those employees involved in this type of alternative schedule should use a telecommuting agreement. Please contact Human Resources for a sample form.

8. Alternative work schedules of each participating employee must be on file in the Human Resources Office.
# ALTERNATIVE WORK SCHEDULE REQUEST

**NAME:** ____________________________________  
**EMP ID:** _________________  
**TITLE/POSITION:** _______________________________________________________  
**DEPARTMENT:** ______________________________  
**CAMPUS:** _____________________

## CURRENT WORK SCHEDULE

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## REQUESTED ALTERNATIVE SCHEDULE (If working at another location, list number (s) where you may be reached):

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALTERNATIVE SCHEDULE BEGINS:** _____________________________________________  
(Date)

**ALTERNATIVE SCHEDULE ENDS:** _____________________________________________  
(Date)

**REQUESTED BY:** _________________________________________________________  
(Employee Signature)

**APPROVED BY:** ___________________________________________________________  
(Supervisor Signature)

**COMMENTS:**
___________________________________________________________________________  
___________________________________________________________________________

Please send a copy of this form to the Human Resources Department.