

LOCAL 743 REQUEST FOR INCREASE IN SCHEDULED WORKWEEK

Check One:

- Employee's Latest Personnel Action Form (PAF) is attached
- Requisition and Approval for Employment Form is attached

Employee ID	Employee Name (Last, First, MI)		
Department Name		Dept No.	
Current Hrs/Wk	Change Hrs/Wk to	Effective Date (must be pay period being date)	
Requisition Number (if position is vacant)			

Supervisor	Title
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Reason for increase in scheduled workweek:
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Total 743 employees under Supervisor's Direction:

Total 743 employees in Dept./Sub-Dept. @ 37.5 hrs/wk	Total 743 employees in Dept./Sub-Dept. @ 40.0 hrs/wk
Total 743 employees in Dept./Sub-Dept performing similar work @ 37.5 hrs/wk	Total 743 employees in Dept./Sub-Dept. performing similar work @ 40.0 hrs/wk

Approvals

Department Head/Supervisor		
Signature	E-mail and/or Phone #:	Date:

Dean/Administrative Officer		
Signature	E-mail and/or Phone #	Date:

HRS USE ONLY	
HRS Approval:	Approval Date:
HRS Processed by:	Process Date (Action Code 11):

See Reverse for Instructions & Routing

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Instructions:

This form is to be used to request a workweek change from 37.5 to 40.0, in accordance with Section 16.15* (see language below) of the March 5, 2000 through March 1, 2004 Agreement with Local 743, I.B.T., and is to be used only to request that members of this bargaining unit receive an increase in scheduled shift/workweek hours.

The department will initiate this form, filling in all information requested except the shaded boxes. Approval signatures will be those necessary to satisfy the approval procedure established within each department/division.

If incumbent is in the position -- Attach the employee's most recent Personnel Action Form (PAF) to this form for routing.

If position is vacant – Attach this form to the Requisition and Approval for Employment form for routing.

Routing:

The Request for Increase in Scheduled Workweek Form is a single, two-sided form. One approved copy (along with either the employee's PAF or the Requisitions) should be sent to HRS Records Administration (6054 S. Drexel Ave, 2nd Floor), in accordance with the published biweekly forms or requisition deadline dates. This form may be photocopied and the appropriate number of copies should be made for the department/divisional office(s).

Section 16.15. University management may elect to increase the scheduled hours per day from seven and one-half (7.5) to eight (8). Where practicable, the supervisor will equalize the 40 hour week among employees performing similar work. Such changes in work schedules will not be arbitrarily assigned. Upon notification of the workweek change, the employee may request up to two (2) pay periods before the workweek change is affected. If management elects to increase the workweek, all provisions under this Agreement relevant to the calculation of paid accruals, other paid leave, overtime, breaks, lunch periods, and shift schedules would be governed by the provisions for the applicable workweek.