

MEMORANDUM

Draft Only
Return to HRS for review prior to issuing to employee.

TO: Employee

FROM: Supervisor, Title

DATE: Date

SUBJECT: Permanent Work Schedule Change

In accordance with Article 5.1.D of the WSU/WFSE collective bargaining agreement, this memo is to notify you of a permanent change to your work schedule. Due to REASON FOR CHANGE effective Date, *(Minimum seven calendar days' notice must be given to the employee. The day notification is given constitutes a day of notice – see contract article 5.1.D.1)* your working hours will be from 7:30 a.m. – 4:00 p.m., Monday thru Friday.

cc: HRS Personnel File
HRS Employee Relations File
Appropriate department cc's