

MEMORANDUM

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

TO: Employee
FROM: Supervisor, Title
DATE: Date
SUBJECT: Temporary Schedule Change

In accordance with Article 5.1.D of the WSU/WFSE Collective Bargaining Agreement this memo is to notify you of a temporary change to your work schedule beginning DATE. *(Two calendar days' notice must be given to the employee. The day notification is given constitutes a day of notice – see contract article below.)* Due to REASON FOR THE CHANGE starting on DATE and ending on DATE *(14 days or less)* 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

5.1.D (2)

A temporary schedule change is defined as a change lasting fourteen (14) days or less. The employee will receive two (2) days written notice of the change. The day notice is received is considered the first day of notice. If an employee does not receive the proper notice, the employee shall receive eight (8) hours of overtime pay in addition to the regular rate for each day the notification is delayed.