



## ALTERNATIVE WORK ARRANGEMENT REQUEST FORM PART-TIME ELECTED OFFICIALS

*Requestor completes this section*

Name	Dept/Title
Date Requested <span style="float: right;"><input type="checkbox"/></span>	Supervisor Name
Elected Title	Elected Body (State or Municipality)

*Requested Work Schedule*

<b>Effective Dates:</b>	<b>From:</b>	<b>To:</b>
<b>Day</b>	<b>Hours (Note Lunch Break)</b>	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
<b>Total Weekly Hours</b>		

Employee's Signature \_\_\_\_\_

***Approval Process***

Signature	Request Approved	Request Denied	Date
Chief People Officer			
Department Director			

*Public Employees' Local Union 1033 Collective Bargaining Agreement standardizes represented employees' workweek schedule based on classification. See Public Employees' Local Union 1033, Article IV, Section 2, A (pp. 7-8). Rhode Island General § 28-11.1 states "wherever practical for employers of part-time elected official to provide flexible work schedules" and "anticipated flexible work schedules shall be within the reasonable operation of the employer's business."*

*Document to be maintained in personnel folder within the Department of People and Culture*