



**REQUEST FOR INCREASE IN SCHEDULED WORKWEEK
To Be Used for Local 743, IBT Employees Only**

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)
Dept. Name _____	Dept. No. _____	
Current Hrs/Wk _____	Change Hrs/Wk to <u>40</u>	Effective Date ____/____/____
		(must be pay period begin date)
Requisition No. _____ (if position is vacant)		

Supervisor _____	Title _____
Reason for increase in scheduled workweek:	

Total 743 employees under Supervisor's direction _____	
Total 743 employees in Dept./Sub-Dept. @ 37.5 hrs/wk _____ @ 40.0 hrs/wk _____	
Total 743 employees in Dept./Sub-Dept. performing similar work: @ 37.5 hrs/wk _____ @ 40.0 hrs/wk _____	

APPROVALS

Department Administrator _____	Date _____	Dean/Divisional Office _____	Date _____
ACTION CODE: 11		UHRM Approval _____	UHRM Processed by _____

See Reverse for Instructions & Routing

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 Requisition) should be sent to UHRM Records (Ingleside 200), 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.*