

Western Nevada College
Request for Variable Workday Schedule
(AKA ‘Modified Overtime Agreement’ or ‘Flexible Workweek Agreement’)
For Classified Employees

Employee Name: _____

Department: _____

Location: _____

NRS 284.180 subsection 6, states:

“For employees who choose and are approved for a variable workday; overtime will be considered only after working 40 hours in one week”

A variable workweek is defined as any work schedule that differs from 8 hour day/5 days a week. The variable schedule can be full or part time; and can include days, evenings and nights. The variable workweek cannot exceed 40 hours in a week.

I request approval for a variable workday schedule. I understand that by doing so, I may, with supervisory approval, adjust my work schedule in a week so that when I work more then (8) hours in a day, I do not exceed 40 hours in a work week (including holidays) without supervisory approval.

SCHEDULE: _____

Employees Signature Date

Approved By: _____
Supervisor’s Signature Date

Approved By: _____
Appointing Authority’s Signature Date

Please send completed documents to humanresources@wnc.edu