



## UAW Local 5000

Dear Members,

The following procedures tell you how to initiate a flextime arrangement or a change to your normal work schedule.

1. Read Page 20 section 99. Alternative Work Scheduling Arrangement (flextime). Always refer to your contract first.
2. Speak to your immediate supervisor. If the supervisor feels that a flextime arrangement would work in your department, please fill out the flextime application that is available on the Michigan Tech website and send it to Human Resources. You may begin as soon as the proper approvals have been completed.

If your supervisor feels that flextime will not work in your department, ask for the reason. If this reason is a good business reason management has the right to refuse this request. If the reason is not satisfactory to you, please contact your steward.

If you have questions, please feel free to contact me or your steward.

In Solidarity,

A handwritten signature in blue ink that reads 'Amanda Cadwell'. The signature is fluid and cursive, written over the printed name.

Amanda Cadwell

President, Local 5000, UAW