



# City of Portland

## FY 2020-2021 and FY 2021-2022 Safety Net Severance Reduced Work Schedule Request Form

Please note: This change will not impact employee's current benefit eligibility. Employees must continue working at part-time level (20 hours or greater per week). Work schedules cannot be retroactive.

Employee \_\_\_\_\_ Pernr \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Bureau \_\_\_\_\_  
 Position \_\_\_\_\_

**I am requesting to reduce my work schedule to:**

\_\_\_\_\_ # of hours per week, starting on \_\_\_\_\_ and ending on \_\_\_\_\_  
 (Date) (date end on or before 6/30/22)

**Requested scheduled days and hours of work:**

Week 1	Shift Start Time	Lunch Start	Lunch End	Shift End Time	Total Hours
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
<b>Total Week 1 Hours</b>					

Week 2	Shift Start Time	Lunch Start	Lunch End	Shift End Time	Total Hours
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
<b>Total Week 2 Hours</b>					

**Comments**

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**EMPLOYEE ACKNOWLEDGEMENT** – *I understand for voluntary furlough and schedule reductions, my name will be included in the City's submission to Oregon Employment Department (OED) as being eligible for workshare.*

<b>Employee Signature</b>	<b>Date</b>
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**SUPERVISOR ACKNOWLEDGEMENT** – *your signature affirms the work schedule above complies and meets the bureau's operational needs and is permissible under City rules and labor contract provisions*

**Supervisor Name (Type or Print)**

<b>Supervisor Signature</b>	<b>Date</b>
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Copies:  
 Employee personnel file, Bureau/division  
 Timekeeper, Bureau/division

## Reduced Work Schedule Form Instructions

### Employee

1. Employee completes form and signs it
2. # of hours must be 20 hours or greater per FLSA work week\*\*
3. Start date of work schedule
4. End date of work schedule should be on or before 6/30/2022

### Example:

Employee	John Smith	Pernr	123456
Supervisor	Jane Johnson	Bureau	BHR
Position	Human Resource Analyst		

I am requesting to reduce my work schedule to:

30 # of hours per week, starting on 8/5/2021 and ending on 6/30/2022

### Requested scheduled days and hours of work:

Week 1	Shift Start Time	Lunch Start	Lunch End	Shift End Time	Total Hours
Thursday	0800	1200	1230	1500	6.50
Friday	0800	none		1200	4.00
Saturday					
Sunday					
Monday	0800	1200	1230	1500	6.50
Tuesday	0800	1200	1230	1500	6.50
Wednesday	0800	1200	1230	1500	6.50
<b>Total Week 1 Hours</b>					30

Week 2	Shift Start Time	Lunch Start	Lunch End	Shift End Time	Total Hours
Thursday	0800	1200	1230	1500	6.50
Friday	0800	none			4.00
Saturday					
Sunday					
Monday	0800	1200	1230	1500	6.50
Tuesday	0800	1200	1230	1500	6.50
Wednesday	0800	1200	1230	1500	6.50
<b>Total Week 2 Hours</b>					30

### Supervisor

1. Supervisor confirms schedule complies and meets bureau's operational needs and is permissible under City rules and labor contract provisions. If there are any questions or concerns talk to bureau HRBP.
2. Supervisor signs form.

\*\*Please note: the default FLSA work week is Thursday-Wednesday. Alternative FLSA work weeks must be approved by BHR.