

FS Department ADMINISTRATIVE REMARKS
Work Assignment Procedure

SUPPORTING UT Policy HR0480 - Work Schedules

FS Department Unit:

SUBJECT: **Voluntary Temporary**

Work Schedule (Shift) Re-Assignment

1. UT System Policy **HR0480 - Work Schedule** provides that the supervisor is responsible for setting the work schedule and may alter it based upon the needs of the department.
2. UT System Policy **HR0505 - Attendance** requires that employees are expected to be at work on time for their work schedule.
3. UTK Facilities Services Department Attendance Guidance Document expands on Item 2 and provides that employees report for duty at the assigned time and place, remain on duty during scheduled work hours, and accurately report hours worked and leave taken in accordance with state and federal law and university policies
4. UTK Facilities Services Supervisors to:
 - a.) Inform the individuals who are being reassigned from their usual assigned schedule (shift) the reason for this reassignment.
 - b.) When possible provide a two-week notice;
 - c.) Complete Cultural Competence Training through K@TE

5. This serves as notice that the employee, _____ is reassigned as follows:

- a. Work Schedule (shift) is changing from _____ to _____
(See **Guidance Work Schedule (Shift) Reassignment- Voluntary** only)
- b. Beginning mm/dd/yyyy _____ and ending _____
- c. For the following reason(s) _____

I acknowledge the above and confirm that I have volunteered for this temporary shift re-assignment.

Employee Signature and Date Signed

Supervisor's Signature and Date Signed

Director's Signature and Date Signed: _____

FS Department HR Office	Date:	Signature:
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