



Royal Staffing Services

3625 Thousand Oaks Blvd., Suite 245
Westlake Village, CA. 91362-3625

805 373 9909 or 818 981 1080

Fax 805 494 4365 or 818 981 1338

ALTERNATIVE WORK SCHEDULE AGREEMENT

Name: _____

I wish to comply with the alternative work schedule in place, while on a temporary assignment at

Company Name: _____

TYPE OF ALTERNATIVE WORK SCHEDULE

4/10

9/80

Other

SPECIAL INSTRUCTIONS:

I understand that my work schedule will be as follows:

ALTERNATIVE WORK SCHEDULE

Days M T W Th F S Sun M T W Th F S Sun

Week 1 _____

Week 2+ _____

Start Date ____/____/____

Job # _____

I understand that I will not receive an overtime/premium rate for any hours worked within the above-established alternative work schedule. Should I work in excess of forty hours in any workweek, I will receive an overtime rate of 1½ my rate of pay. Additionally, I understand that I will receive double-time for any work in excess of 12 hours in a day and in excess of 8 hours worked on days beyond the established alternative schedule.

I have read and agree with the foregoing provisions.

Employee Signature

Date

Please sign and fax to Royal Staffing Services, Accounting Office (818) 981-1338. Thank you.

