

**INCREASED WORKWEEK  
VOLUNTARY ELECTION FORM  
FOR FULL-TIME EMPLOYEES COVERED BY THE P-4 CONTRACT  
WITHIN THE DEPARTMENT OF TRANSPORTATION**

I \_\_\_\_\_ voluntarily ELECT to work an increased workweek consistent with the following schedule:

<u>Date</u>	<u>Workweek Increase</u>
11/21/2008	2.5 hr. weekly (37.5 hours)
6/19/ 2009	2.5 hr. weekly (40 hours)

I \_\_\_\_\_ voluntarily DECLINE to work an increased workweek as offered herein.

In signing this Agreement I understand that this election is being offered to me pursuant to the terms and conditions set forth in paragraph 36 the Agreement entered into between the State and the CSEA (P-4) on or about October 23, 2008. Those terms and conditions have been fully explained to me by my union representative and I agree to fully accept those terms and conditions.

I understand that if I voluntarily elect the increased workweek, I will earn pay at **straight time** for my weekly hours worked not exceeding 40 hours, but will continue to earn vacation, sick and personal leave accruals on the basis of a 35 hour workweek unless or until I am notified that my workweek has increased on a permanent basis.

I understand that once I sign and submit this form, my election cannot be changed.

EMPLOYEE SIGNATURE: \_\_\_\_\_ EMPLOYEE JOB TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

as witnessed BY THE P-4 STEWARD: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY DOT HUMAN RESOURCES ON: November 14, 2008

Please sign and return this form to the DOT's Human Resource Office on or before November 14, 2008. Eligible employees who do not submit a form on or before such date will be deemed to have opted to continue to work a 35 hour workweek. If, however, an employee is/was unable to submit the form by November 14, 2008 due to a leave of absence, the employee must submit the form within ten (10) working days of his/her return from leave. Nothing in this Agreement shall be construed to limit the State's right to require employees, including those who decline the increased workweek opportunity offered above, to work increased work hours consistent with the P-4 Collective Bargaining Agreement.