

FLORIDA STATE COLLEGE AT JACKSONVILLE

WORK SCHEDULE FOR PART-TIME CAREER PERSONNEL

Employee Name (LAST, FIRST, MI)

EMPL ID Number

Position Title

Position Supervisor

Campus/Center

Bldg./Room No.

Office Telephone Number

Work Schedule Effective Beginning: _____

Days Of Week	Morning Hours	Lunch Hours*	Afternoon Hours	Dinner Hour	Evening Hours	Daily Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours Per Week						

* A minimum of 30 minutes must be scheduled.

I acknowledge that work schedule hours are subject to change based on the needs of the College.

Please check below if this employee is eligible for shift pay in accordance with Board Rule 6Hx7-3.21 (3).

Did the Employee receive shift differential pay on their previous work schedule?

Yes No

Signature of Employee

Date

Signature of Immediate Supervisor

Date

Signature of Supervising Administrator

Date